

**Executive Office for Immigration Review (EOIR)
Office of Information Technology (OIT)**

**OCAHO Portal
Quick Reference Guide**



**Version 0.1
June 05, 2021**



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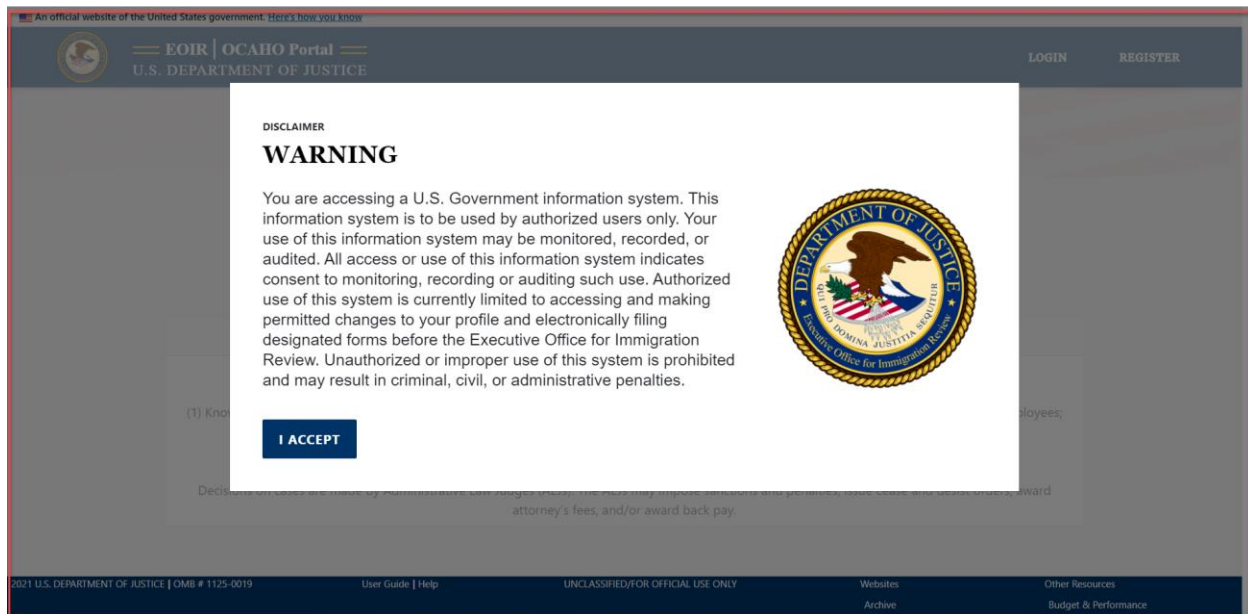


1. Registering for OCAHO Portal

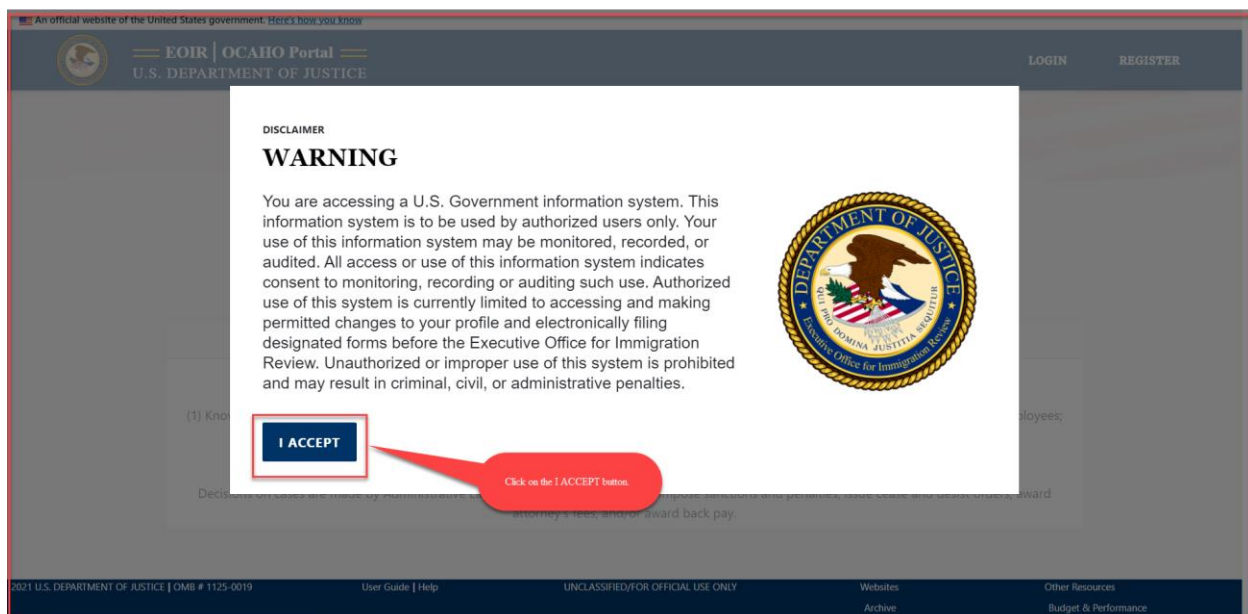
NOTE: It is recommended to use **Microsoft Edge**.

1. Open <https://ocaoho.eoir.justice.gov/>

The **Disclaimer WARNING** pop-up message will be displayed.

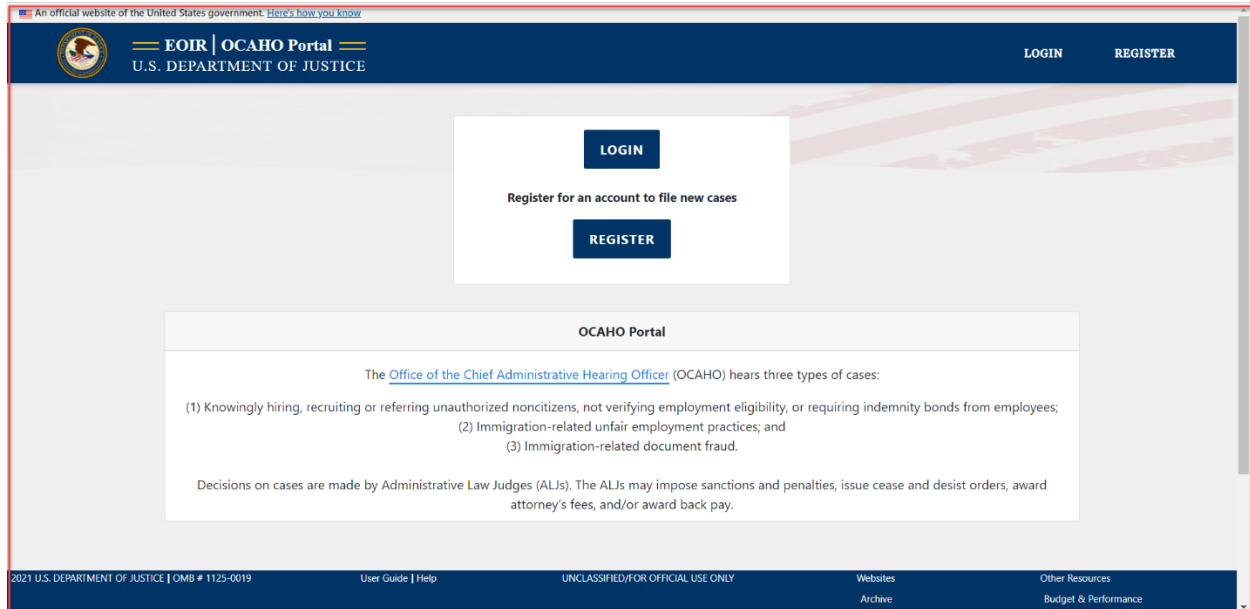


2. Click on the **I ACCEPT** button.

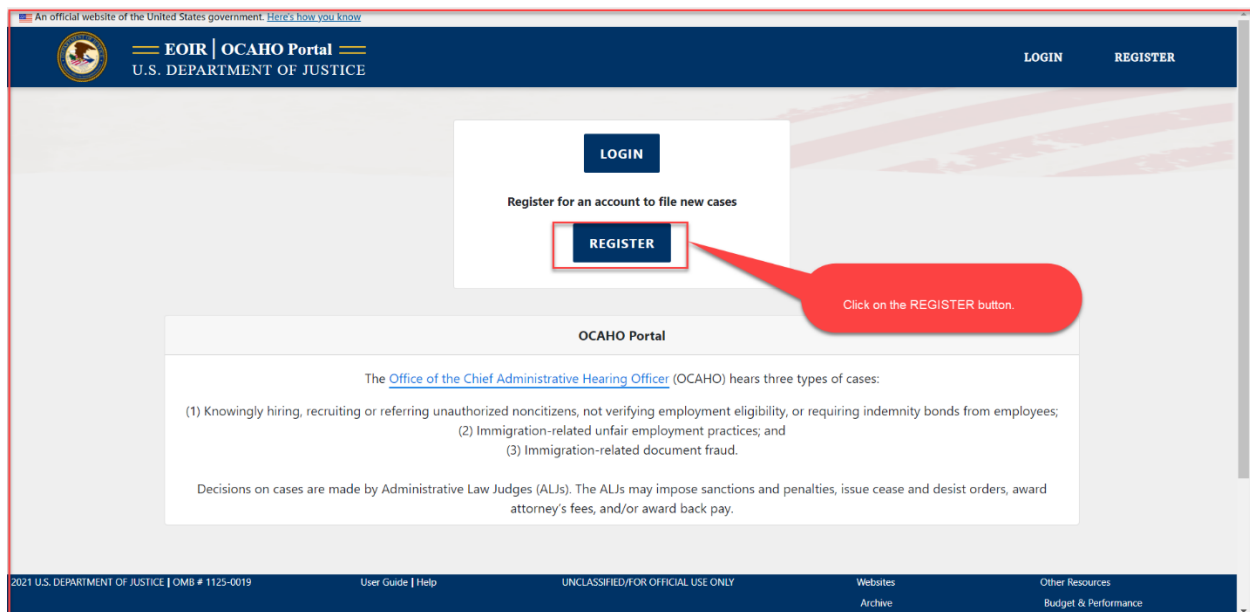




The OCAHO Portal Login/Registration page will be displayed.

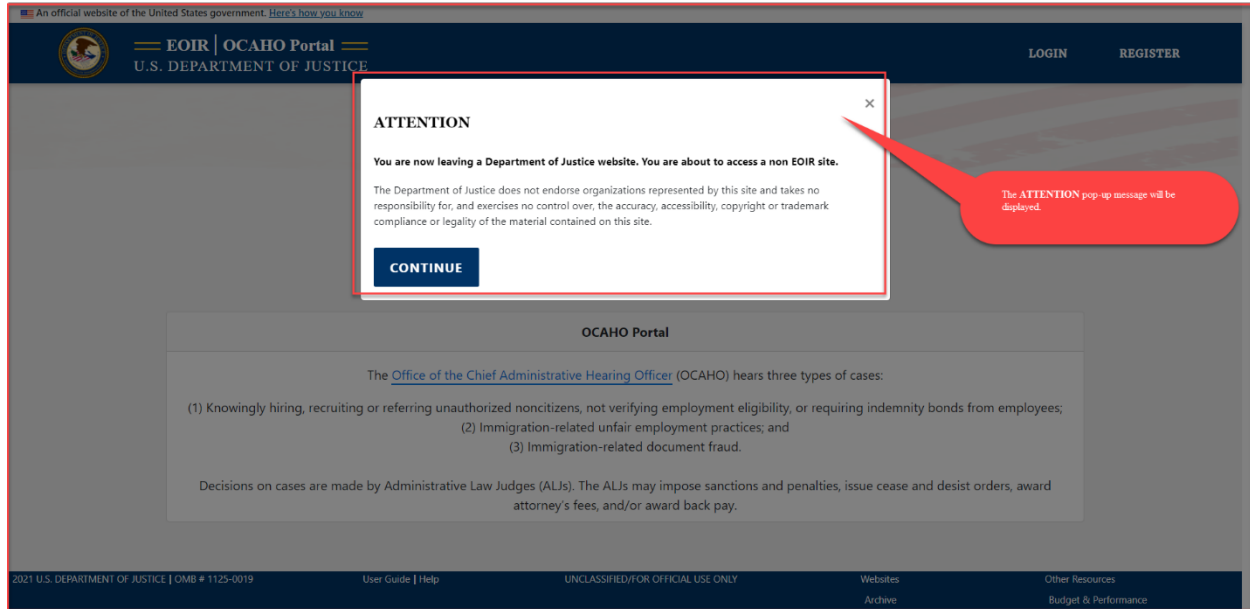


3. Click on the **REGISTER** button.

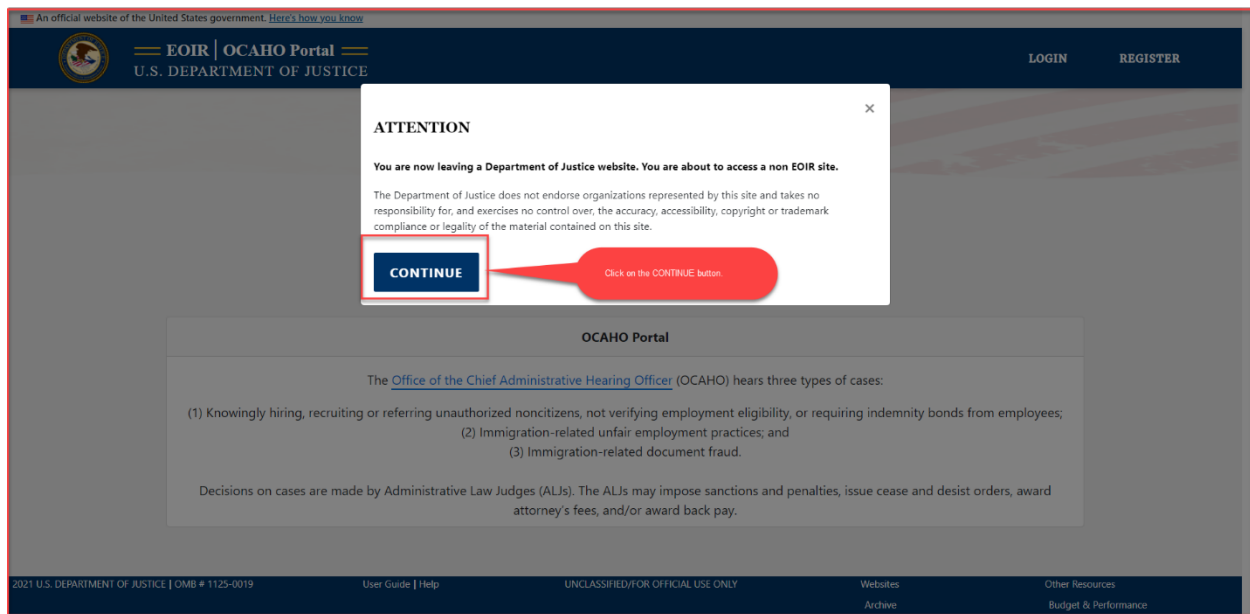




The **ATTENTION** pop-up message will be displayed.



4. Click on the **CONTINUE** button.





5. The **Create Account** page will be opened.

6. Enter your corresponding information into all the required fields under the **Create Account** form. It is crucial to specify the correct email address when registering in this form. Email addresses determine which case types are available to be filed on OCAHO Portal. Please see the table below for reference.

| Email Address Domain | Case Type Available to File |
|----------------------|--|
| dhs.gov | A (related to hiring/employing unauthorized noncitizens, verifying employment eligibility, requiring indemnity bonds), C (immigration-related document fraud) |
| usdoj.gov | B (immigration-related unfair employment practices), S (subpoena) |
| Any other email | B (immigration-related unfair employment practices) |



- Click on the **Register** button once all information is entered.

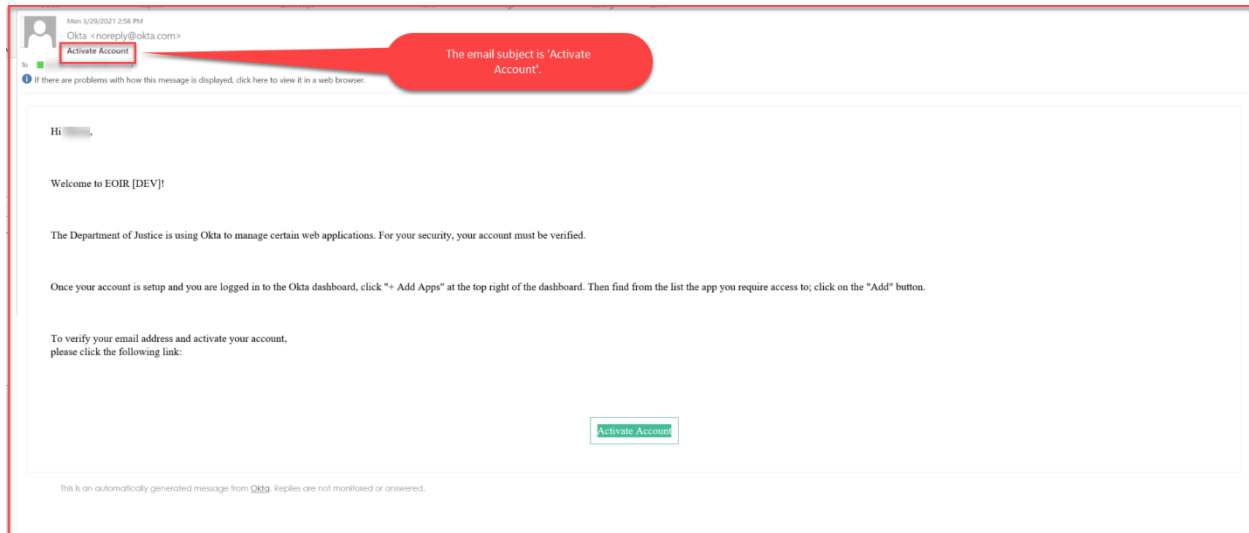
The screenshot shows a 'Create Account' form with the following fields: Email *, Password *, First name *, Last name *, Mobile phone *, Street address *, City *, State *, and Zip code *. A red rectangular box highlights the blue 'Register' button at the bottom of the form. A red callout bubble points to the button with the text: 'Click on the Register button once all information is entered.' The form also includes a 'Back to Sign In' link and a 'Privacy Policy' link at the bottom.

- Wait for a few minutes for the system to send a verification email to the email address provided in registration. The page will refresh with a new message stating “Verification email sent.”

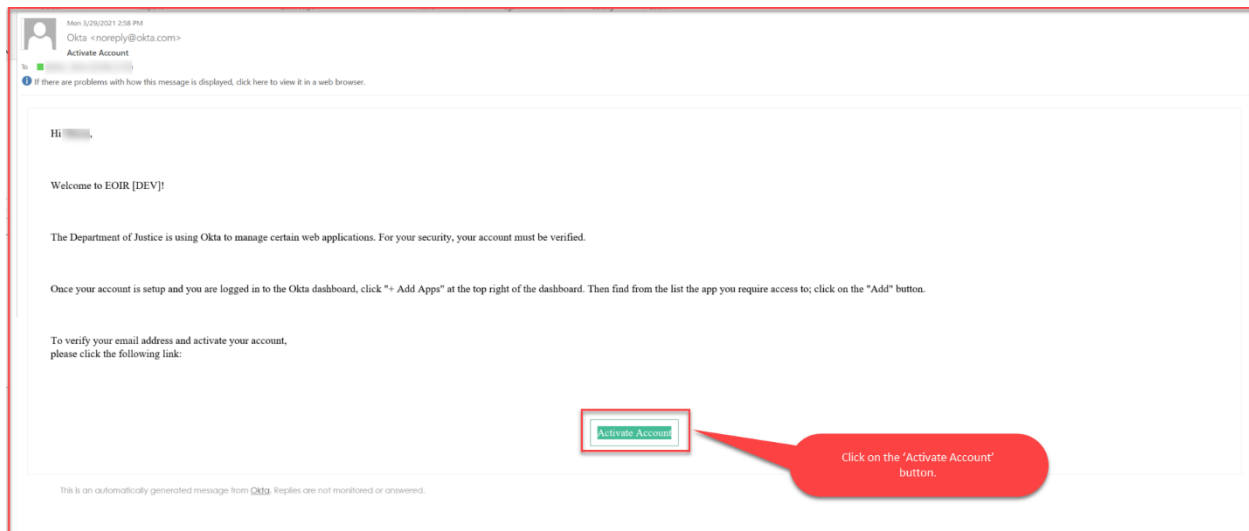
The screenshot shows a confirmation message with a green checkmark icon and the text: 'Verification email sent'. Below this, it says 'To finish signing in, check your email.' and 'Back to Sign In'. A red rectangular box highlights the 'Verification email sent' message. A red callout bubble points to the box with the text: 'Verification email sent'. The page also includes 'Powered by Citra' and 'Privacy Policy' links at the bottom.



9. Open the associated email and verify that the email is sent from Okta. The email subject should be 'Activate Account.'

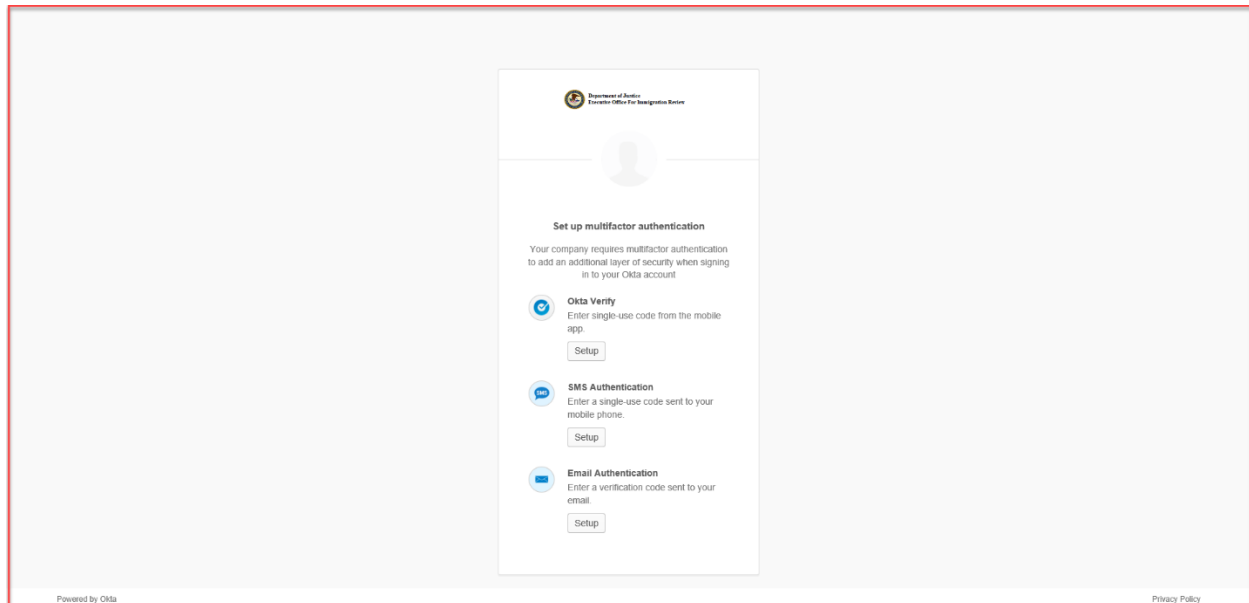


10. Read the email body and then click on the **Activate Account** button in it.





11. A new window will open with steps to set up multifactor authentication with the new account. This is required.

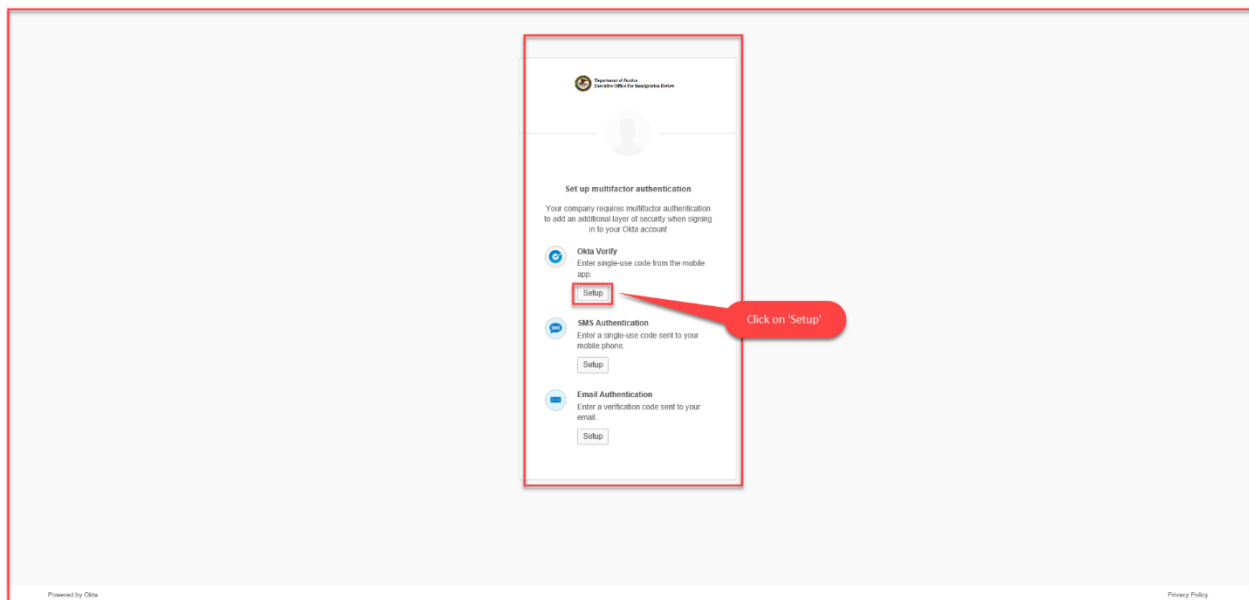


12. Choose one form of multifactor authentication. The options are: Okta Verify, SMS, and Email. SMS will be covered in [Section 1.2](#); Email will be covered in [Section 1.3](#).

1.1 Setting up Multifactor Authentication – Okta Verify app

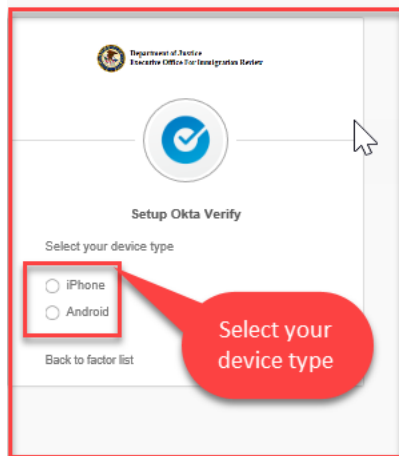
Note: You will need your mobile device to set up multifactor authentication with Okta Verify.

1. Click on the **Setup** button under the Okta Verify option.

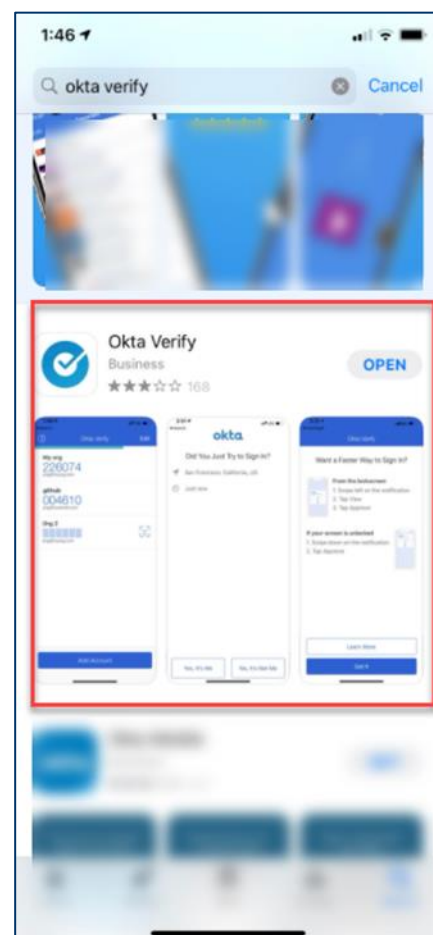
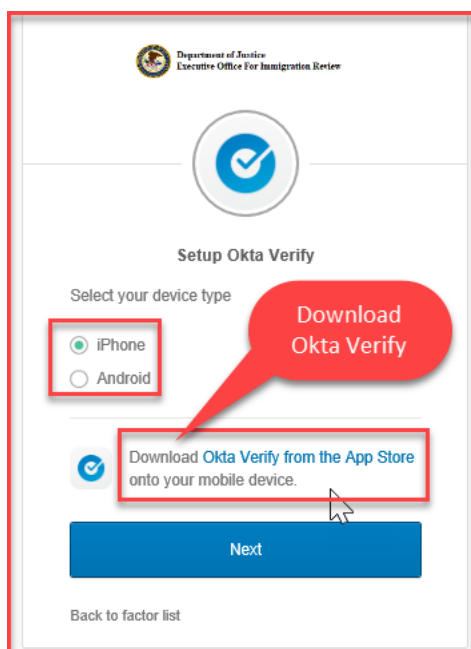




2. Select your corresponding mobile device type on the **Setup Okta Verify** page.

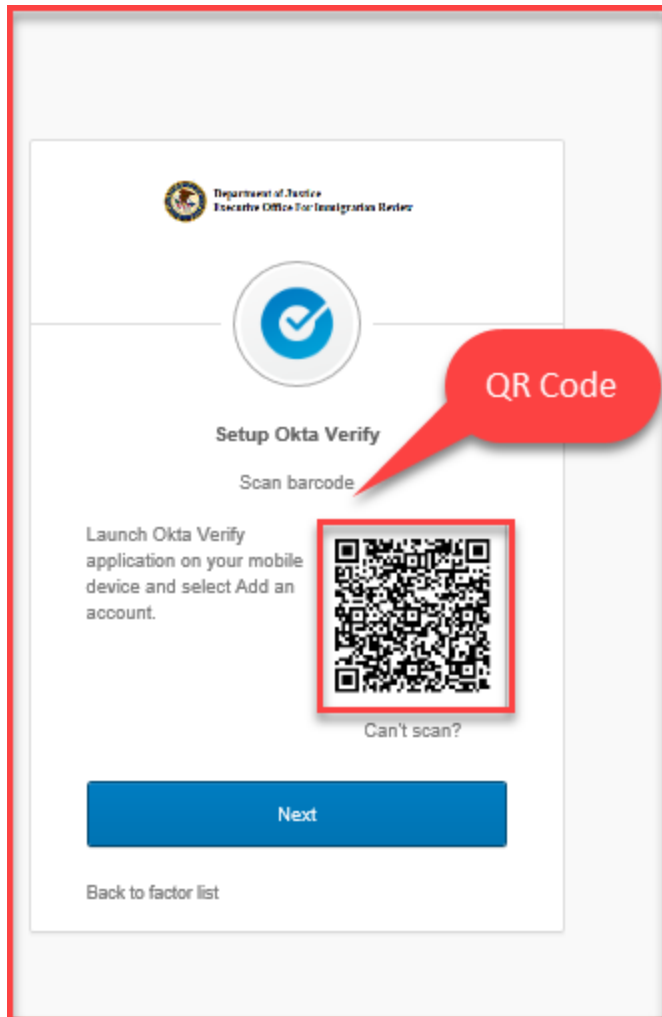


3. Now you will need to download Okta Verify from the App Store (iPhone) or Google Play Store (Android) onto your mobile device.



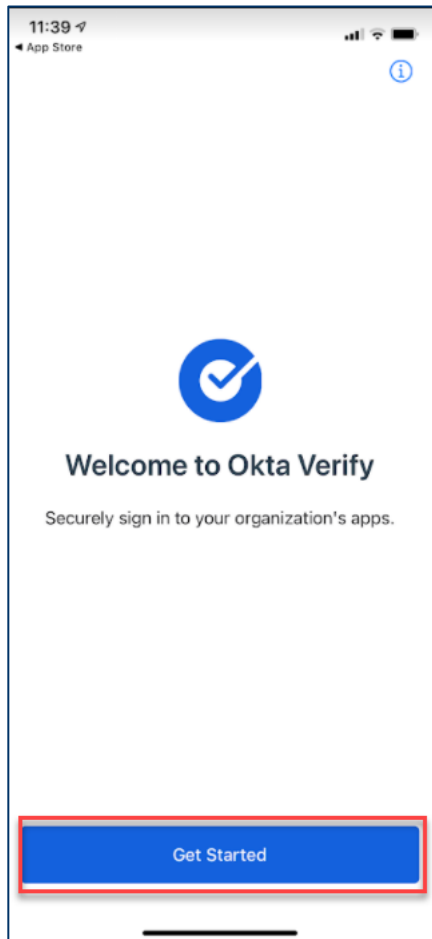


4. Click on **Next** on the computer screen. A QR code will appear that you will need to scan with the Okta Verify app from your mobile device.

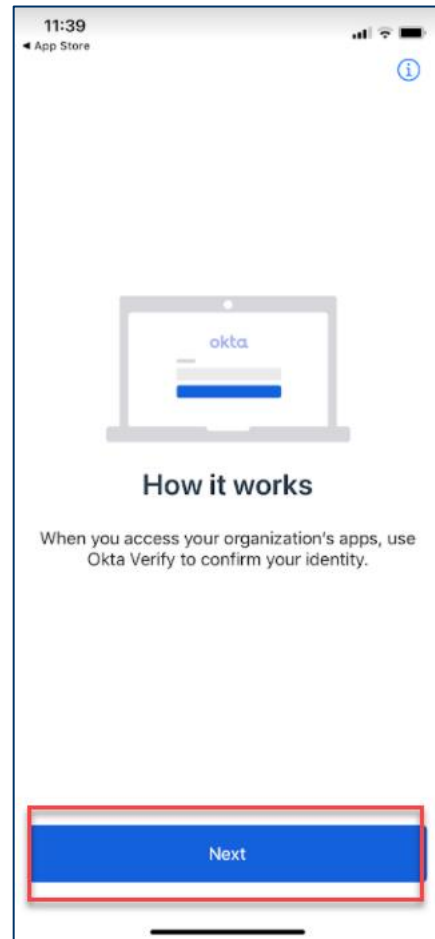




5. Open the Okta Verify app on your mobile phone once it has been installed. Tap on **Get Started**.

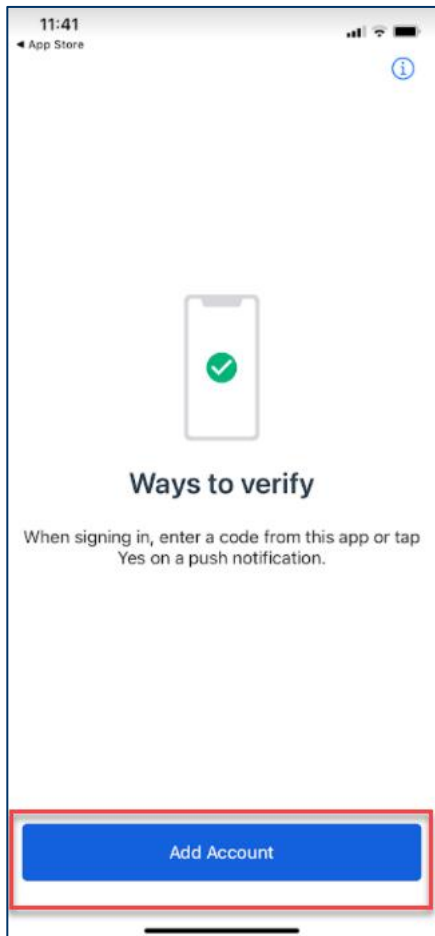


6. Tap **Next**.

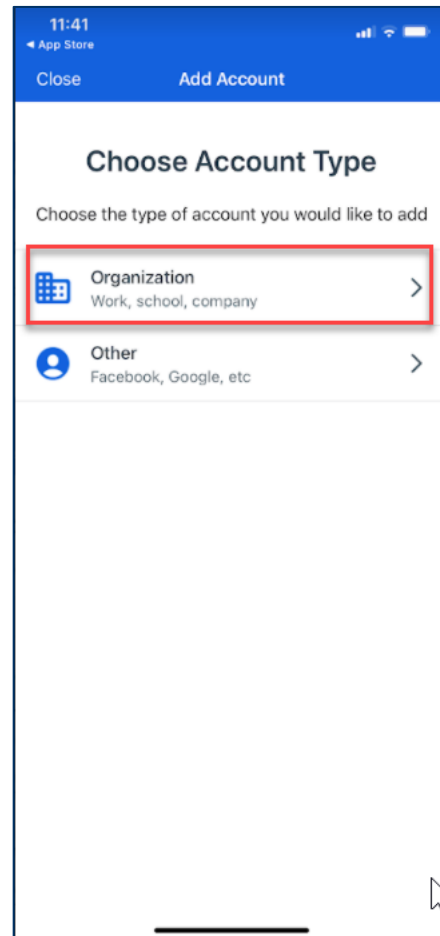




7. Tap **Add Account**.



8. Select **Organization**.

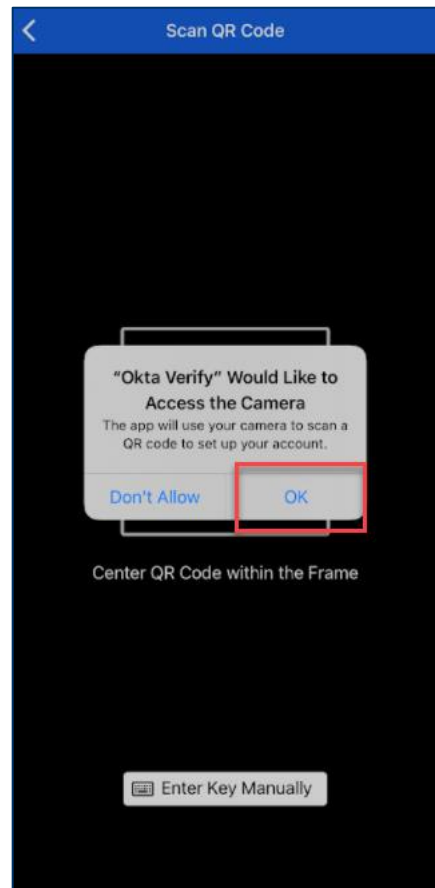




9. Tap on **Scan a QR Code**.

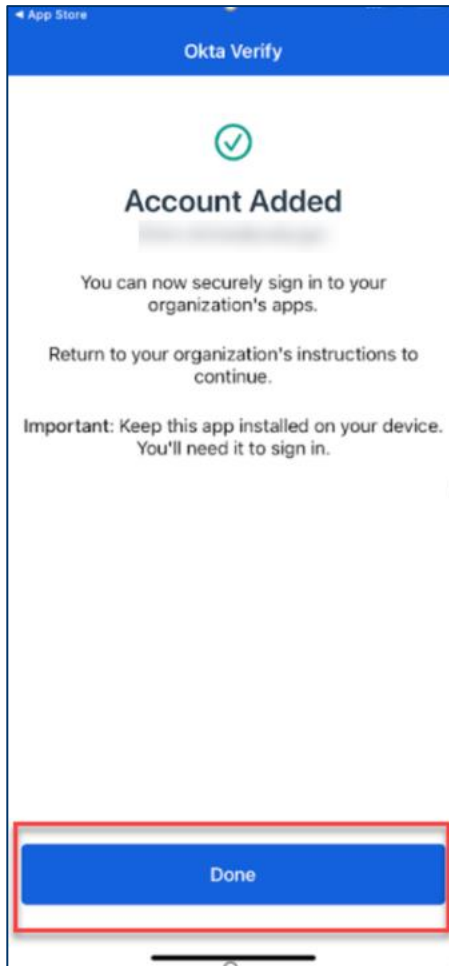


10. Tap **OK** to authorize the Okta Verify app to have access to your camera.

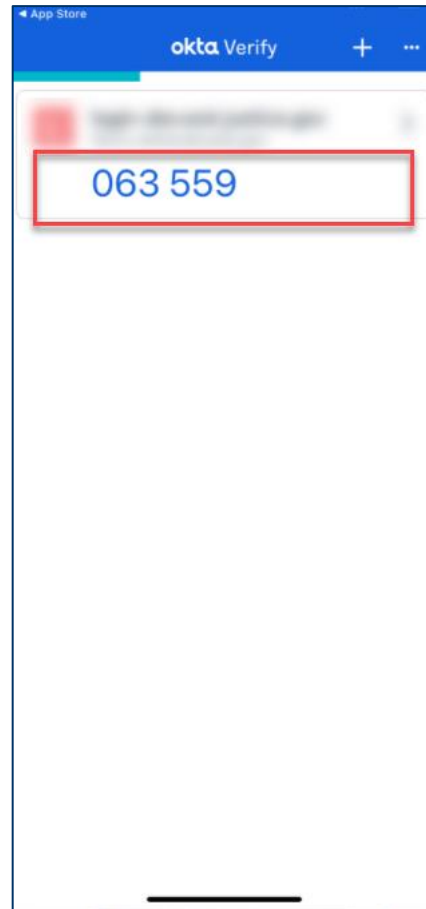




11. Scan the QR Code displayed on your web browser (page 15). Once the QR code is successfully scanned, you will see the following page on your mobile device. Tap **Done**.



12. You will see a page with a six-digit numeric code, which will need to be entered into your web browser. This code will expire after a certain amount of time.





13. Go back to your web browser. Click on **Next**. (Note: If your session is timed out, log in to OCAHO Portal again and follow the same steps to this page.)

Department of Justice
Executive Office for Immigration Review

Setup Okta Verify

Scan barcode

Launch Okta Verify application on your mobile device and select Add an account.

Can't scan?

Next

Back to factor list

Click on Next

14. Enter the six-digit numeric code that is currently displayed on your Okta Verify app on your mobile device. Enter the code before the time expires. Click on **Verify** once the code is entered.

Department of Justice
Executive Office for Immigration Review

Setup Okta Verify

Enter code displayed from the application

Enter Code

Verify

Back to factor list

Enter the code from your phone

Click on Verify



15. Click **Finish** to complete setup for Okta Verify authentication.

Department of Justice
Executive Office for Immigration Review

Set up multifactor authentication

You can configure any additional optional factor or click finish

Enrolled factors

Okta Verify

Additional optional factors

SMS Authentication
Enter a single-use code sent to your mobile phone.
Setup

Email Authentication
Enter a verification code sent to your email.
Setup

Finish

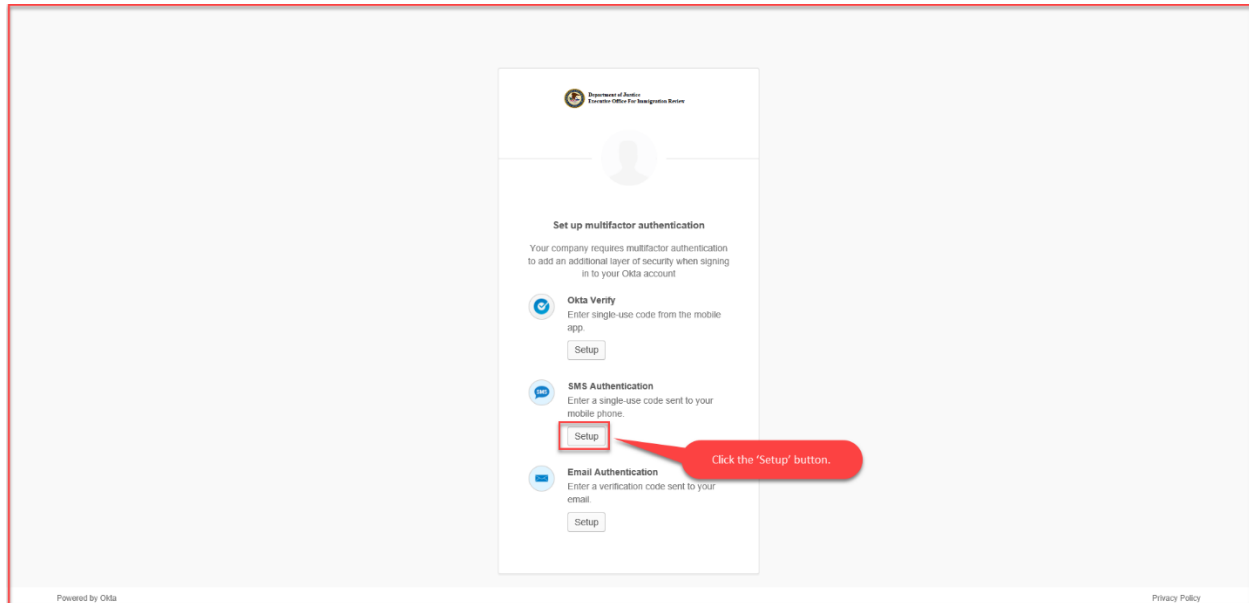
Note: While you are welcome to set up multiple types of multifactor authentication, only one is required. SMS will be covered in [Section 1.2](#); Email will be covered in [Section 1.3](#).

If you do not need to set up SMS or email, please go to [Section 1.4 Completing Multifactor Authentication and Setup](#).

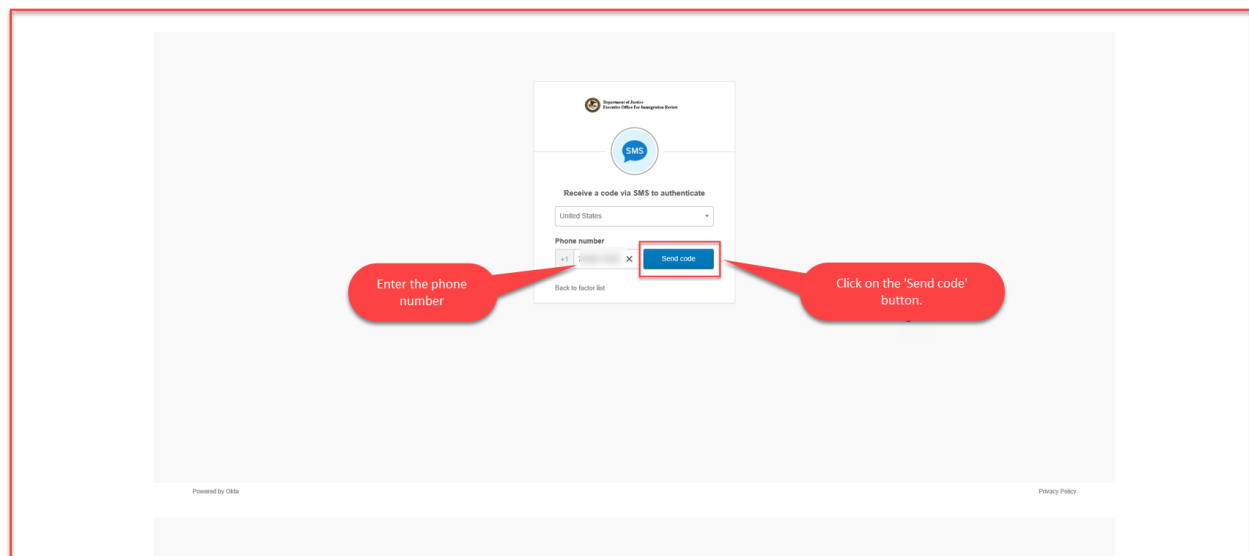


1.2 Setting up Multifactor Authentication – SMS

1. Under SMS Authentication, click on the **Setup** button.



2. Enter your mobile phone number, then click on the **Send code** button.





3. On your mobile device, open the SMS texting app. You will receive a SMS with a six-digit verification code. Enter the code into the **Enter code** textbox.

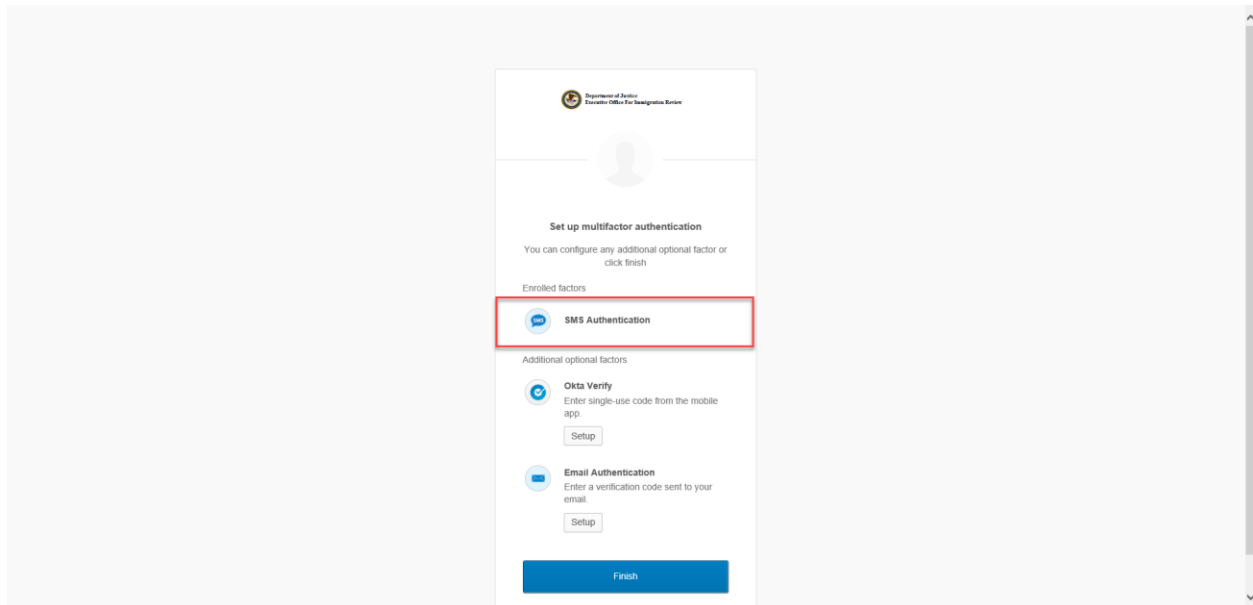
Enter the code into the 'Enter code' textbox.

4. Click **Verify** once the code is entered.

Click 'Verify' once the code is entered.



5. You will then be directed to the following page. Notice that ‘SMS Authentication’ is now under the Enabled Factors header.



1.3 Setting up Multifactor Authentication – Email

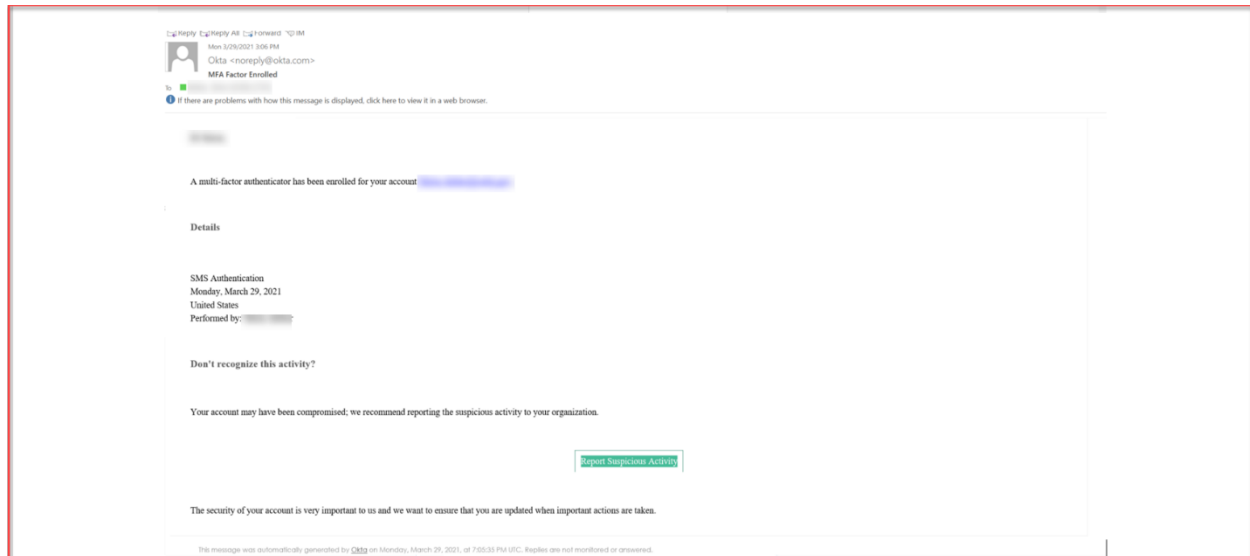
Setting up Email multifactor authentication is similar to SMS. Follow the steps below, and see [Section 1.2](#) for visuals.

- Under Email Authentication, click on the **Setup** button.
- Click on the **Send me the code** button.
- Open your email application. You will receive an email with a six-digit verification code. Enter the code into the **Enter code** textbox.
- Click **Verify** once the code is entered.
- You will then be directed to a page where ‘Email Authentication’ is under the Enabled Factors header.

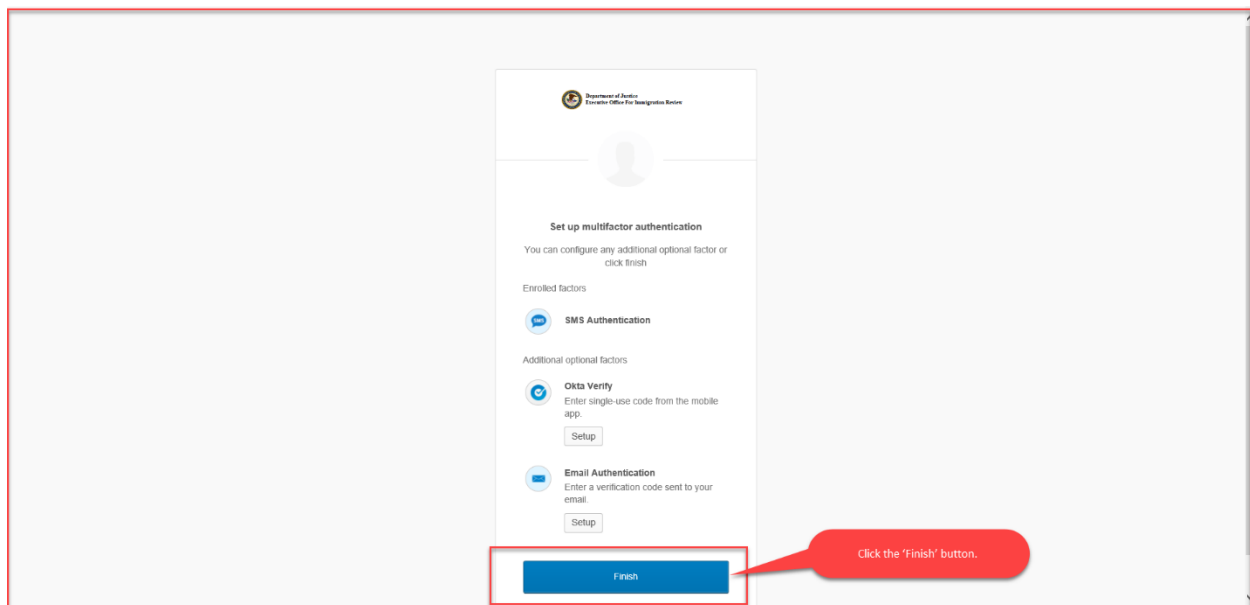


1.4 Completing Multifactor Authentication and Setup

You will receive an email to notify you that the multifactor authentication device has been enrolled on the account.



1. In your web browser, click on the **Finish** button.





- The following page with two security questions will be displayed. Select a security question from the dropdown that you can remember for future reference. Place your answer in the **Answer** text box. Select a picture that you will remember for the future reference. You will need to remember these in case you forget your password.

Department of Justice
Executive Office for Immigration Review

Welcome to EOIR [redacted]
Create your EOIR [DEV] account

1 Choose a forget password question
(What is the food you least liked as a child?)
Answer

2 Click a picture to choose a security image
Your security image gives you additional assurance that you are logging into EOIR, and not a fraudulent website.

Create My Account

- Click on **Create My Account**.

Department of Justice
Executive Office for Immigration Review

Welcome to EOIR [redacted]
Create your EOIR [DEV] account

1 Choose a forget password question
(What is the food you least liked as a child?)
Answer

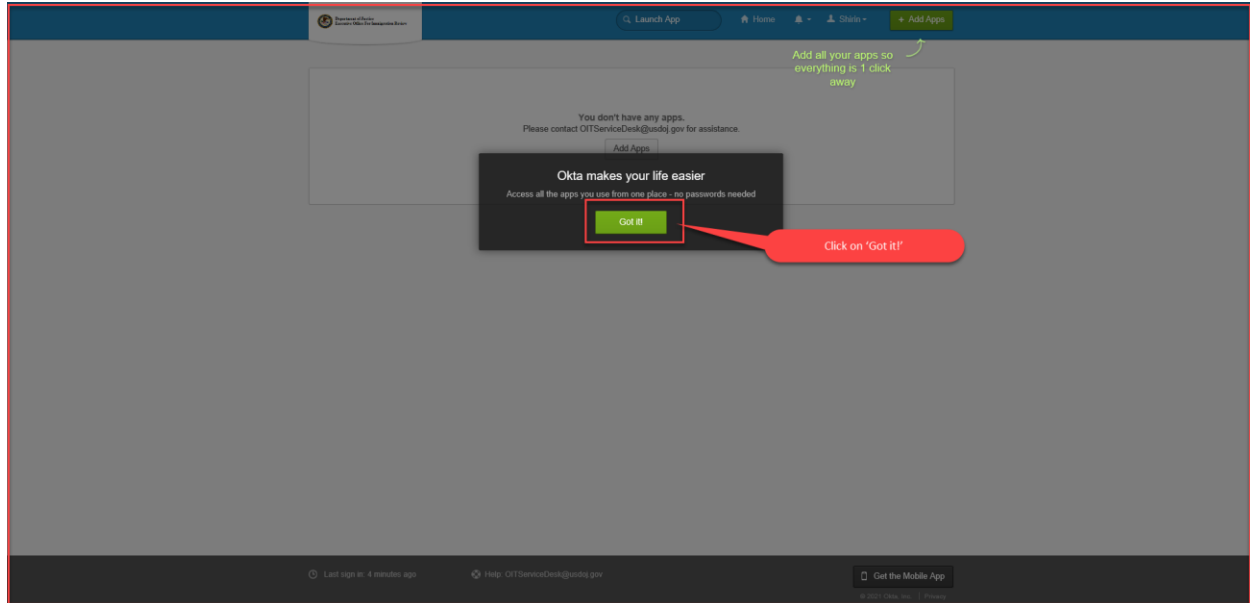
2 Click a picture to choose a security image
Your security image gives you additional assurance that you are logging into EOIR, and not a fraudulent website.

Create My Account

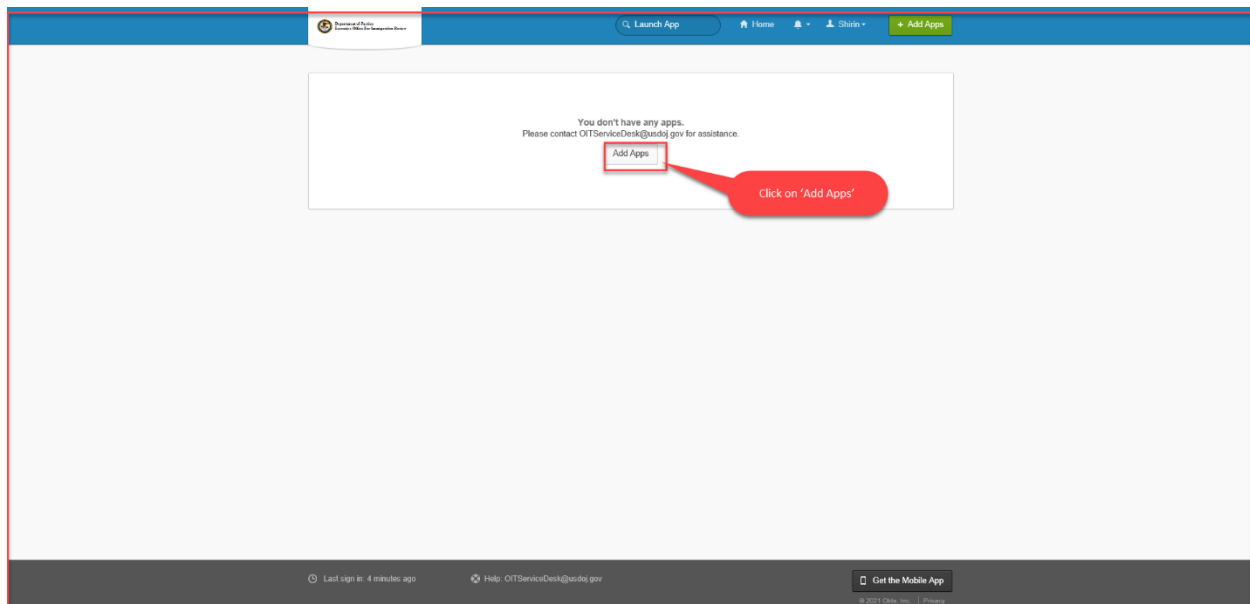
Click on 'Create My Account'.



4. The following page will be displayed. Click on **Got it!**

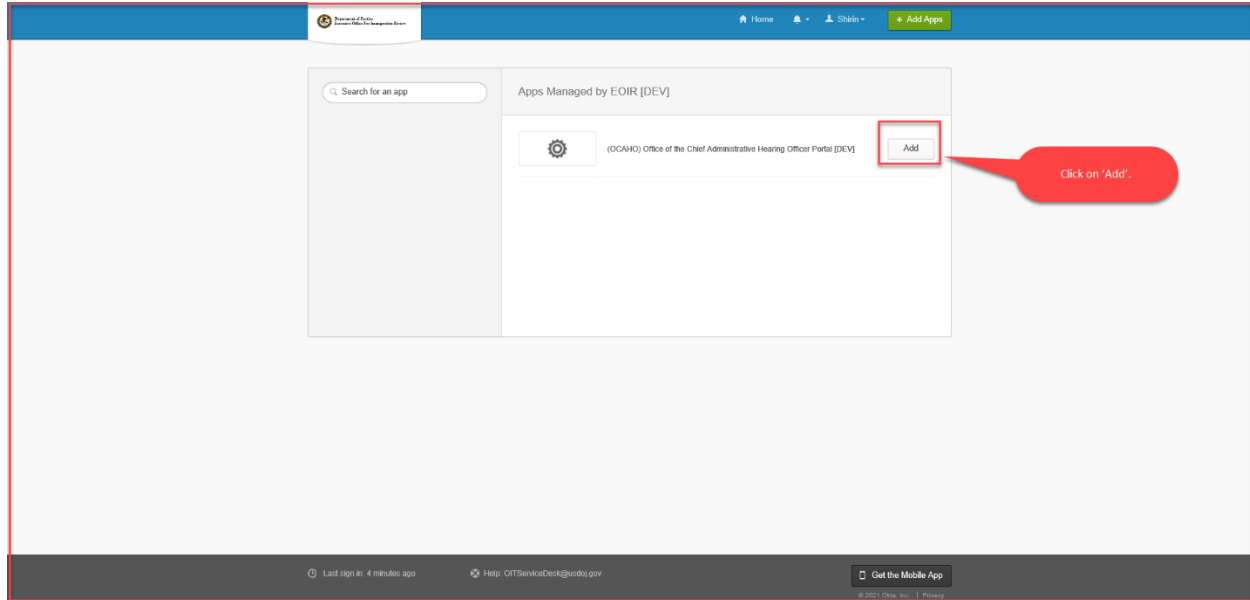


5. Click on **Add Apps**.

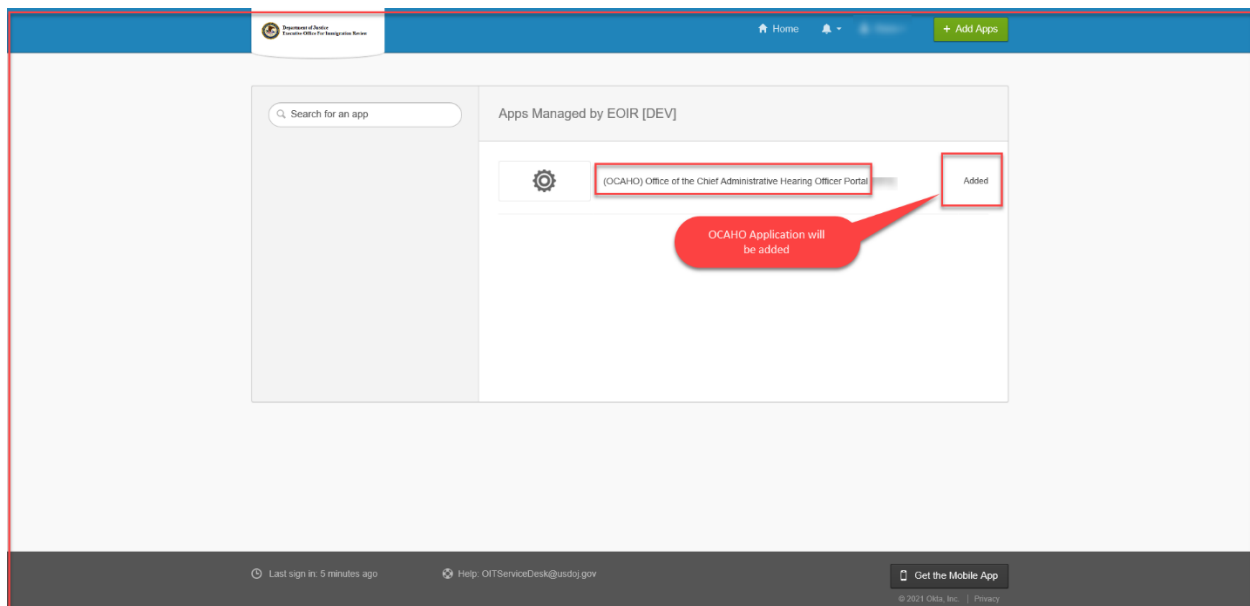




6. Click on **Add**.

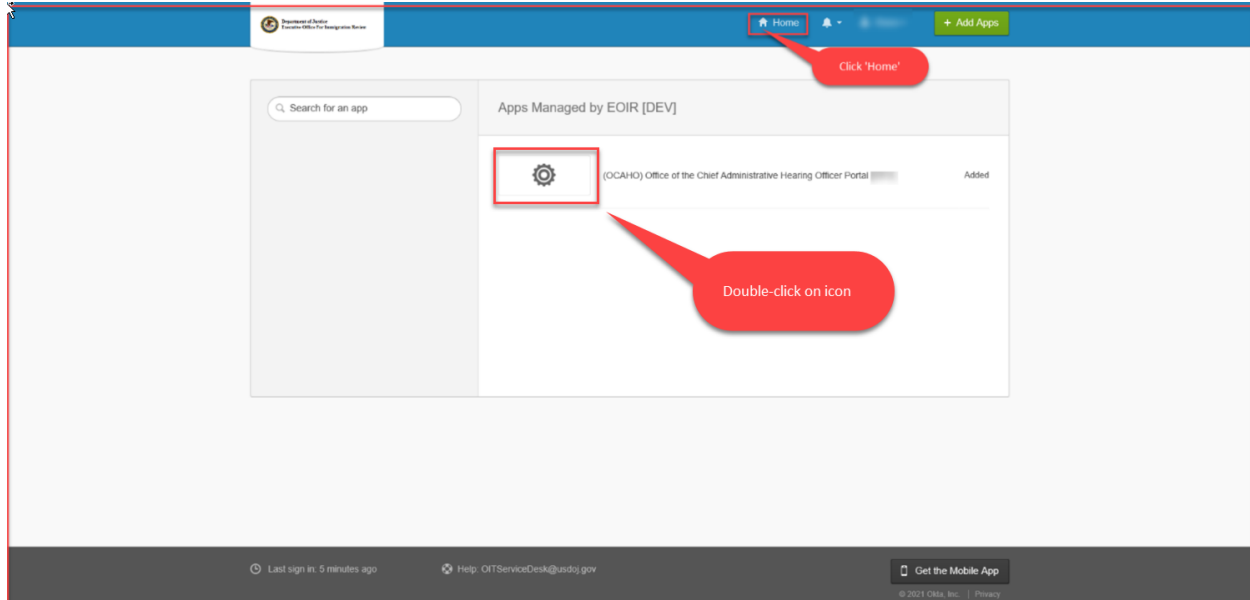


7. The selected item will be added.

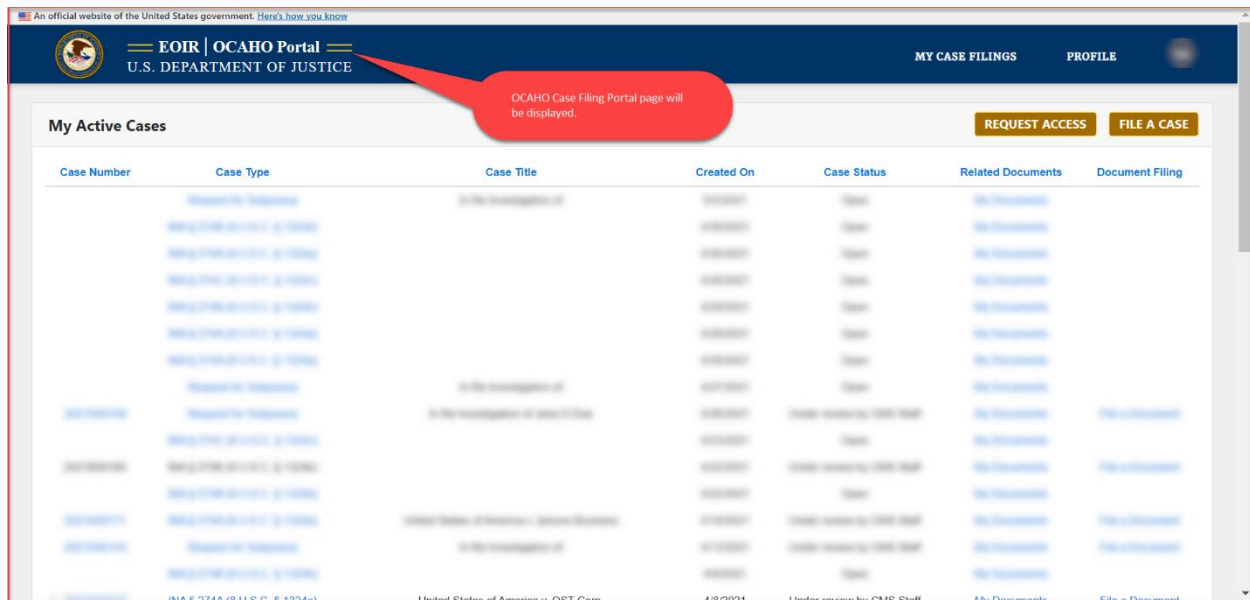




8. Click on **Home**. Double-click on the OCAHO Portal icon.



The **My Active Cases** page of OCAHO Portal will be displayed.

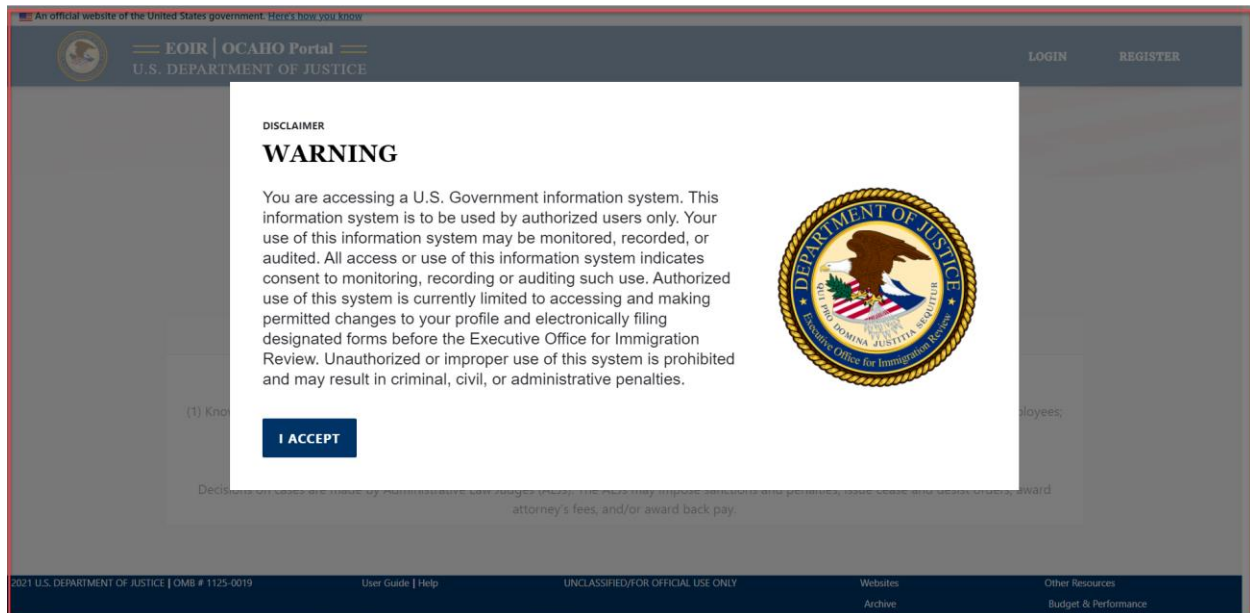




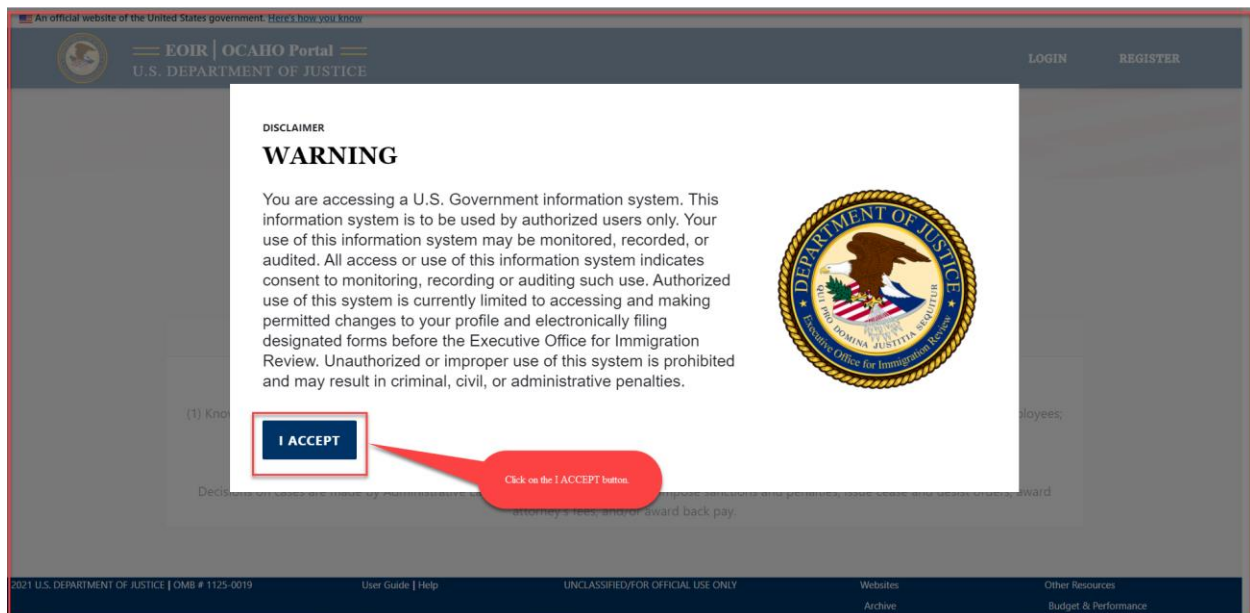
2. Filing Case Type A

1. Open <https://ocafo.eoir.justice.gov/>.

The **Disclaimer WARNING** pop-up message will be displayed.

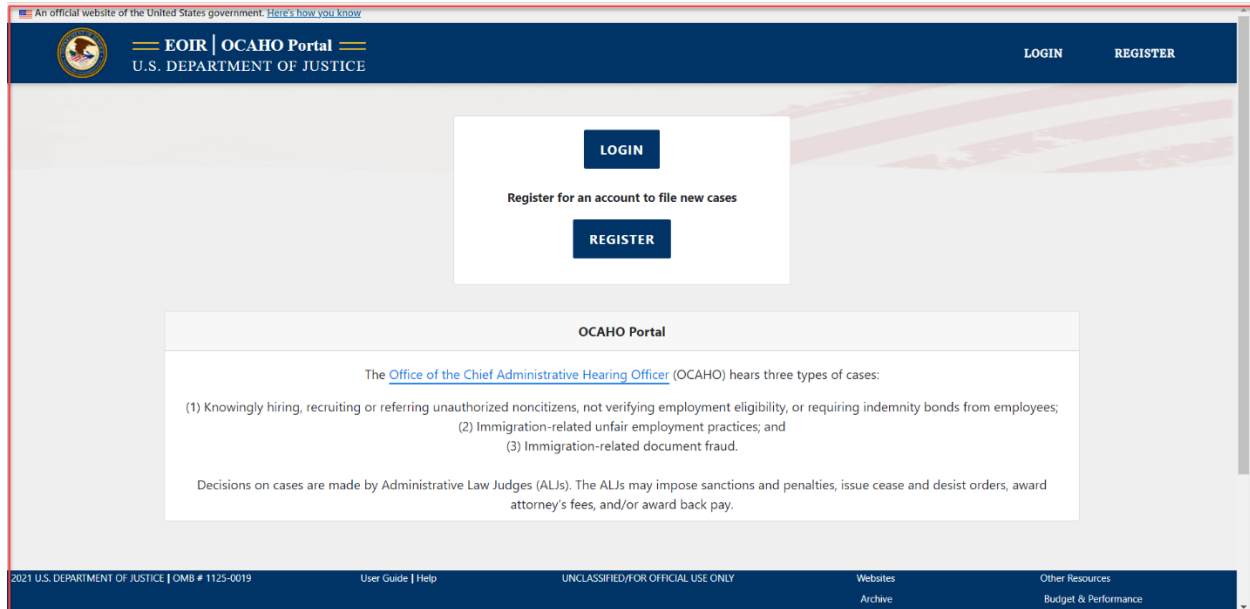


2. Click on the **I ACCEPT** button.

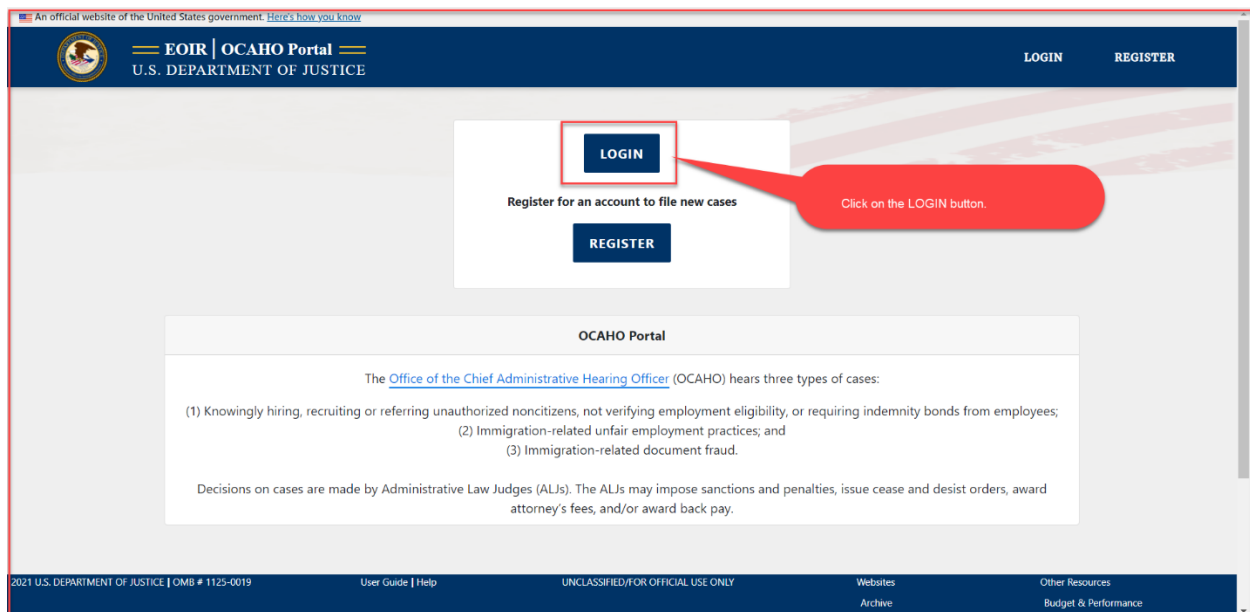




The OCAHO Portal Login/Registration page will be displayed.

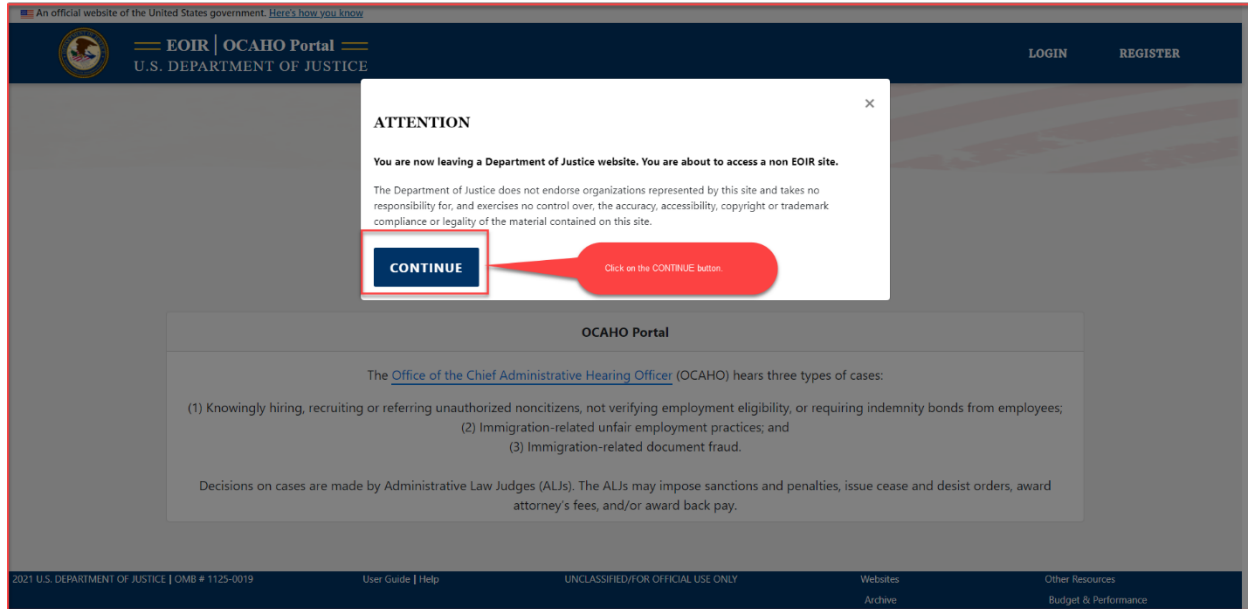


3. Click on the **LOGIN** button.

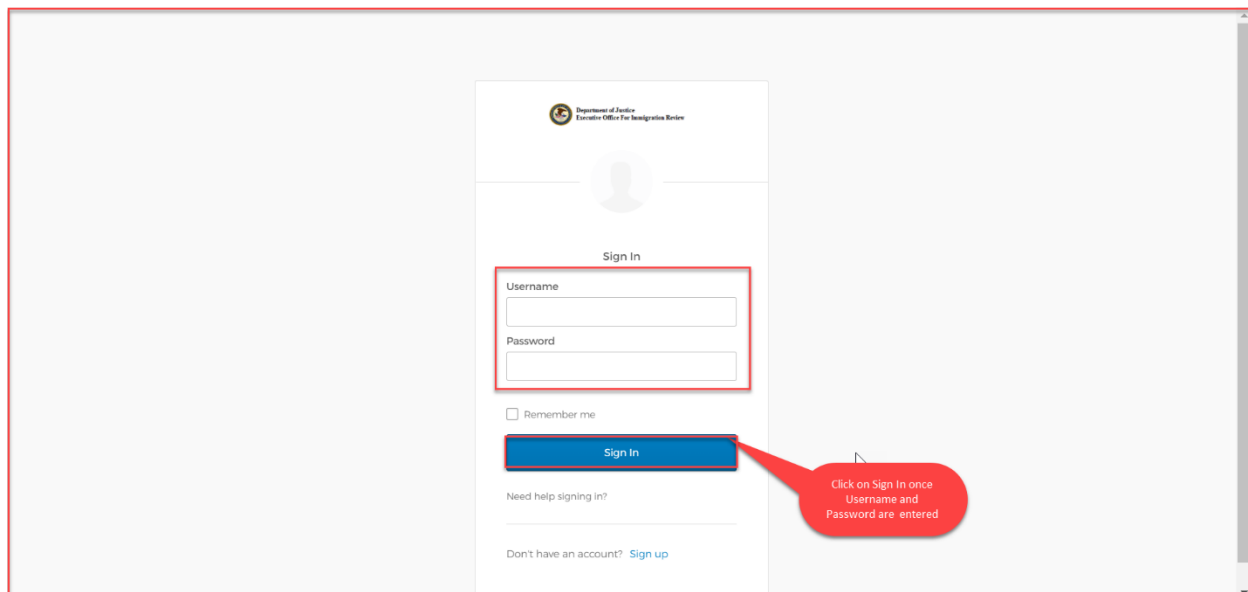




4. Click on the **CONTINUE** button.



5. Enter Username and Password. Click on the **Sign In** button.





- For multifactor authentication, enter the six-digit numeric code from your Okta Verify app, SMS, or email. Click on the **Verify** button.

The image shows the Okta Verify authentication interface. At the top, it says "Department of Justice Executive Office for Immigration Review". Below that is the Okta Verify logo and the text "Enter your Okta Verify passcode". There is a text input field labeled "Enter Code" with a red box around it and a red callout bubble pointing to it that says "Enter six digit numeric code from your mobile device". Below the input field is a checkbox labeled "Do not challenge me on this device for the next 15 minutes". At the bottom is a blue button labeled "Verify" with a red box around it and a red callout bubble pointing to it that says "Click on Verify". The footer of the page says "Powered by Okta" and "Privacy Policy".

- The **My Active Cases** page will be displayed. Click on the **FILE A CASE** button.

The image shows the "My Active Cases" page in the EOIR OCAHO Portal. The page has a dark blue header with the EOIR logo and "U.S. DEPARTMENT OF JUSTICE". On the right side of the header are links for "MY CASE FILINGS" and "PROFILE". Below the header is a section titled "My Active Cases". In the top right corner of this section are two buttons: "REQUEST ACCESS" and "FILE A CASE". The "FILE A CASE" button is highlighted with a red box and a red callout bubble pointing to it that says "Click on 'FILE A CASE'". Below the buttons is a table with columns: "Case Number", "Case Type", "Case Title", "Created On", "Status", and "Document Filing". The table contains several rows of data, including case numbers, case types, case titles, creation dates, and status. At the bottom of the page, there is a footer with the text "IN 5274A (R.I.S.C. 5-1324a)", "United States of America v. CST, Corp.", "4/8/2021", "Under review by CMS Staff", "4/8/2021", and "File a Document".



2.1 Selecting a Case Type

1. From the **File a case** panel, select 'INA § 274A (8 U.S.C. § 1324a) (employer sanctions)' from the CASE TYPE dropdown list.

Note: Click on the dropdown arrow to show the Case Type.

The screenshot shows the 'File a case' form on the EOIR | OCAHO Portal. The 'Select a case type' section has a 'CASE TYPE' dropdown menu. The dropdown is open, showing four options: 'Select', 'INA § 274A (8 U.S.C. § 1324a) (employer sanctions)', 'INA § 274B (8 U.S.C. § 1324b) (unfair immigration-related employment practices)', and 'INA § 274C (8 U.S.C. § 1324c) (immigration-related document fraud)'. A red callout bubble points to the first option, stating: 'Select CASE TYPE INA § 274A (8 U.S.C. § 1324a) (employer sanctions)'. A 'CONTINUE' button is visible at the bottom right of the form.

2. Select the **Yes** radio button if there is a Subpoena; otherwise, click on the **CONTINUE** button.

*Note: If you select **Yes**, at the end of the form you will need to fill in Subpoena information.*

The screenshot shows the 'File a case' form on the EOIR | OCAHO Portal. The 'Select a case type' section has a 'CASE TYPE' dropdown menu with 'INA § 274A (8 U.S.C. § 1324a) (employer sanctions)' selected. Below this, the question 'Is there a subpoena associated with this new case?' is displayed with two radio buttons: 'Yes' and 'No'. A red callout bubble points to the 'Yes' radio button, stating: 'Select "Yes" radio button if there is a Subpoena'. A 'CONTINUE' button is visible at the bottom right of the form. Another red callout bubble points to the 'CONTINUE' button, stating: 'Click on the "CONTINUE" button.' A 'BACK' button is also visible at the bottom left of the form.



3. A pop-up message will be displayed stating ‘You are creating a new Case. Do you want to proceed?’ Click on the **OK** button.

The screenshot shows the EOIR OCAHO Portal interface. A pop-up message from 'ocafo-dev.ase.eoir-dev.usdoj.gov' asks 'You are creating a new Case. Do you want to proceed?' with 'OK' and 'Cancel' buttons. The 'OK' button is highlighted with a red box and a red callout bubble that says 'Click on the 'OK' button.' Below the pop-up is the 'File a case' form. The form has a 'Select a case type' section with a dropdown menu showing 'INA § 274A (8 U.S.C. § 1324a) (employer sanctions)'. Below this is a question 'Is there a subpoena associated with this new case?' with 'Yes' and 'No' radio buttons. At the bottom of the form are 'BACK' and 'CONTINUE' buttons.

The **Alleged Violation Site** section will be displayed. The left side of the page will show a step-by-step progress indicator for the completion status of the Case Filing. On this page, the indicator will show the current step as 2. The subsequent steps are grayed out.

The Case Type A form consists of 7 or 8 steps. If the **Yes** radio button was selected on the initial step, then SUBPOENA will be displayed as step 8. These steps appear as follows:

- 1 CASE TYPE
- 2 ALLEGED VIOLATION SITE
- 3 RESPONDENT
- 4 RESPONDENT’S REPRESENTATIVE
- 5 OTHER PARTIES TO BE SERVED
- 6 DHS/ICE ATTORNEY; COUNTS OF THE COMPLAINT
- 7 ATTACHMENT

The screenshot shows the 'Alleged Violation Site' section of the EOIR OCAHO Portal. The left side features a progress indicator with 8 steps: 1 CASE TYPE (completed), 2 ALLEGED VIOLATION SITE (current step), 3 RESPONDENT, 4 RESPONDENT’S REPRESENTATIVE, 5 OTHER PARTIES TO BE SERVED, 6 DHS/ICE ATTORNEY; COUNTS OF THE COMPLAINT, 7 ATTACHMENTS, and 8 SUBPOENA. The main content area is titled 'Step 2 of 8 Alleged Violation Site' and asks 'Please enter the following information about the alleged violation site.' Below this is a 'QUESTION' section with the text 'Where did the alleged violation(s) occur?'. There are two input fields: 'Alleged Violation City' and 'Alleged Violation State'. At the bottom are 'BACK' and 'CONTINUE' buttons. A red callout bubble points to the progress indicator and says 'The left side of the page will display a step-by-step progress indicator for the completion status of the Case Filing.'



2.2 Adding Alleged Violation Site

1. In the **Alleged Violation Site** section, type in the Alleged Violation City. For Alleged Violation State, click on the dropdown and select the corresponding state. Both these fields are required, as indicated by the red asterisk “*” symbol.

An official website of the United States government. [Here's how you know](#)

EOIR | OCAHO Portal
U.S. DEPARTMENT OF JUSTICE

MY CASE FILINGS PROFILE

OCAHO Case Filing
Case Type: INA § 274A (8 U.S.C. § 1324a)

PROGRESS

- 1 CASE TYPE
- 2 ALLEGED VIOLATION SITE
- 3 RESPONDENT
- 4 RESPONDENT'S REPRESENTATIVE
- 5 OTHER PARTIES TO BE SERVED
- 6 DHS/ICE ATTORNEY; COUNTS OF THE COMPLAINT
- 7 ATTACHMENTS
- 8 SUBPOENA

Step 2 of 8

Alleged Violation Site
Please enter the following information about the alleged violation site.

QUESTION
Where did the alleged violation(s) occur?

Alleged Violation City *

Alleged Violation State *

Under the 'Alleged Violation Site' heading, enter the required fields that are indicated by the red asterisk "*" symbol.

BACK CONTINUE

2. Click on the **CONTINUE** button.

An official website of the United States government. [Here's how you know](#)

EOIR | OCAHO Portal
U.S. DEPARTMENT OF JUSTICE

MY CASE FILINGS PROFILE

OCAHO Case Filing
Case Type: INA § 274A (8 U.S.C. § 1324a)

PROGRESS

- 1 CASE TYPE
- 2 ALLEGED VIOLATION SITE
- 3 RESPONDENT
- 4 RESPONDENT'S REPRESENTATIVE
- 5 OTHER PARTIES TO BE SERVED
- 6 DHS/ICE ATTORNEY; COUNTS OF THE COMPLAINT
- 7 ATTACHMENTS
- 8 SUBPOENA

Step 2 of 8

Alleged Violation Site
Please enter the following information about the alleged violation site.

QUESTION
Where did the alleged violation(s) occur?

Alleged Violation City *

Alleged Violation State *

Click on the "CONTINUE" button.

BACK CONTINUE



2.3 Adding a Respondent

1. The **Respondent** section will be displayed. If you do not have the respondent's contact information, leave the default selection of 'No' and click **CONTINUE** to skip the rest of the fields in this section.

An official website of the United States government. [Here's how you know](#)

EOIR | OCAHO Portal
U.S. DEPARTMENT OF JUSTICE

MY CASE FILINGS PROFILE

OCAHO Case Filing
Case Type: INA § 274A (8 U.S.C. § 1324a)

PROGRESS

- 1 CASE TYPE
- 2 ALLEGED VIOLATION SITE
- 3 RESPONDENT
- 4 RESPONDENT'S REPRESENTATIVE
- 5 OTHER PARTIES TO BE SERVED
- 6 DHS/ICE ATTORNEY; COUNTS OF THE COMPLAINT
- 7 ATTACHMENTS
- 8 SUBPOENA

Step 3 of 8

Respondent
Please enter the following information about the respondent.

Do You Have Respondent's Contact Information?

☐ Yes ☒ No

BACK CONTINUE

Click on the 'CONTINUE' button

2. If you have contact information, select the **Yes** radio button. The **RESPONDENT'S CONTACT INFORMATION** section will be displayed. Complete all fields that you can. Required fields are indicated by the red asterisk "*" symbol.

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EOIR | OCAHO Portal
U.S. DEPARTMENT OF JUSTICE

MY CASE FILINGS PROFILE

OCAHO Case Filing
Case Type: INA § 274A (8 U.S.C. § 1324a)

PROGRESS

- 1 CASE TYPE
- 2 ALLEGED VIOLATION SITE
- 3 RESPONDENT
- 4 RESPONDENT'S REPRESENTATIVE
- 5 OTHER PARTIES TO BE SERVED
- 6 DHS/ICE ATTORNEY; COUNTS OF THE COMPLAINT
- 7 ATTACHMENTS
- 8 SUBPOENA

Step 3 of 7

Respondent
Please enter the following information about the respondent.

RESPONDENT INFORMATION

Business/Employer Name *

Do You Have Respondent's Contact Information?

☒ Yes ☐ No

RESPONDENT'S CONTACT INFORMATION

Salutation

First Name * Middle Initial Last Name *

Other names used

Street Address * Address Line #2

City * State * ZIP Code *

Phone Number * Phone Number Type

Email Address Fax Number

The 'RESPONDENT'S CONTACT INFORMATION' that appears after selecting the 'Yes' radio button.



- Click on the **CONTINUE** button once all fields are completed.

OCAHO Case Filing
Case Type: INA § 274A (8 U.S.C. § 1324a)
PROGRESS

- 1 CASE TYPE
- 2 ALLEGED VIOLATION SITE
- 3 RESPONDENT
- 4 RESPONDENT'S REPRESENTATIVE
- 5 OTHER PARTIES TO BE SERVED
- 6 EMPLOYER ATTORNEY, COUNCILS OF THE COMPLAINT
- 7 ATTACHMENTS
- 8 SUBMISSION

Step 3 of 7
Respondent
Please enter the following information about the respondent.

RESPONDENT INFORMATION

Business/Employer Name *

Do You Have Respondent's Contact Information?
☐ Yes ☐ No

RESPONDENT'S CONTACT INFORMATION

Salutation *

First Name * Middle Initial Last Name *

Other names used

Street Address * Address Line #2

City * State * ZIP Code *

Phone Number *

Email Address

BACK CONTINUE

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2.4 Adding a Respondent's Representative

- The question 'Does the respondent have an attorney or other authorized representative in this matter?' will be displayed. Select either the **No** radio button or **Yes** radio button. If you select **Yes**, fill in the displayed fields with information about the Respondent's Representative. Required fields are indicated by the red asterisk "*" symbol.

An official website of the United States government | EOIR | OCAHO Portal | U.S. DEPARTMENT OF JUSTICE
MY CASE FILINGS PROFILE

OCAHO Case Filing
Case Type: INA § 274A (8 U.S.C. § 1324a)
PROGRESS

- 1 CASE TYPE
- 2 ALLEGED VIOLATION SITE
- 3 RESPONDENT
- 4 RESPONDENT'S REPRESENTATIVE
- 5 OTHER PARTIES TO BE SERVED
- 6 EMPLOYER ATTORNEY, COUNCILS OF THE COMPLAINT
- 7 ATTACHMENTS
- 8 SUBMISSION

Step 4 of 7
Respondent's Representative
If respondent is represented, please enter the following information about the respondent's attorney or authorized representative.

QUESTION

Does the respondent have an attorney or other authorized representative in this matter?
☒ Yes ☐ No

ATTORNEY OR AUTHORIZED REPRESENTATIVE INFORMATION

Salutation Other Salutation Title

First Name * Middle Initial Last Name *

Attorney's Firm/Organization (if applicable) Name of Business the Attorney is Representing

ATTORNEY'S OR AUTHORIZED REPRESENTATIVE'S CONTACT INFORMATION

Street Address * Address Line #2

City * State * ZIP Code *

Phone Number * Phone Number Type

Email Address Fax Number

BACK CONTINUE

If the answer is yes, select the 'Yes' radio button

Fill out the displayed fields to complete the Respondent(s) Representative Information section.



2. Click on the **CONTINUE** button once all information is entered.

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MY CASE FILINGS PROFILE

OCAHO Case Filing
Case Type: INA § 274A (8 U.S.C. § 1324a)

PROGRESS

- CASE TYPE
- ALLEGED VIOLATION SITE
- RESPONDENT
- RESPONDENT'S REPRESENTATIVE**
- OTHER PARTIES TO BE SERVED
- DRIVER'S ATTORNEY; CONTENTS OF THE COMPLAINT
- ATTACHMENTS
- RESPONSE

Step 4 of 7
Respondent's Representative
If respondent is represented, please enter the following information about the respondent's attorney or authorized representative.

QUESTION
Does the respondent have an attorney or other authorized representative in this matter?
☒ Yes ☐ No

ATTORNEY OR AUTHORIZED REPRESENTATIVE INFORMATION

Salutation Other Salutation Title

First Name Middle Initial Last Name

Attorney's Firm/Organization (if applicable) Name of Business the Attorney is Representing

ATTORNEY'S OR AUTHORIZED REPRESENTATIVE'S CONTACT INFORMATION

Street Address Address Line #2

City State ZIP Code

Phone Number Phone Number Type

Email Address Fax Number

BACK CONTINUE

2.5 Adding Other Parties to be Served

1. The **Other Parties to be Served** section will be displayed, with the question 'Are there any other parties who should be served with the complaint and other documents in this case?' Select either the **No** radio button or **Yes** radio button. If you select **Yes**, fill in the displayed fields with information about the other parties. Required fields are indicated by the red asterisk "*" symbol.

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U.S. DEPARTMENT OF JUSTICE

MY CASE FILINGS PROFILE

OCAHO Case Filing
Case Type: INA § 274A (8 U.S.C. § 1324a)

PROGRESS

- CASE TYPE
- ALLEGED VIOLATION SITE
- RESPONDENT
- RESPONDENT'S REPRESENTATIVE
- OTHER PARTIES TO BE SERVED**
- DRIVER'S ATTORNEY; CONTENTS OF THE COMPLAINT
- ATTACHMENTS
- RESPONSE

Step 5 of 7
Other Parties to be Served
If there are any other parties who should be served with the complaint and other documents in this case, please provide the names and contact information for those parties.

QUESTION
Are there any other parties who should be served with the complaint and other documents in this case?
☒ Yes ☐ No

INFORMATION
Other Person or Entity to be Served

CONTACT INFORMATION

Street Address Address Line #2

City State ZIP Code

Phone Number Phone Number Type

Email Address Fax Number

BACK CONTINUE

If the answer is yes, select the 'Yes' radio button, then fill out any additional fields that appears.



- Click on the **CONTINUE** button once all information is entered.

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MY CASE FILINGS PROFILE

OCAHO Case Filing
Case Type: INA § 214A (8 U.S.C. § 1324a)

PROGRESS

- CASE TYPE
- ALLEGED VIOLATION SITE
- RESPONDENT
- RESPONDENT'S REPRESENTATIVE
- OTHER PARTIES TO BE SERVED
- DHS/ICE ATTORNEY; COUNTS OF THE COMPLAINT
- ATTACHMENTS
- REVIEW

Step 5 of 7

Other Parties to be Served
If there are any other parties who should be served with the complaint and other documents in this case, please provide the names and contact information for these parties.

QUESTION
Are there any other parties who should be served with the complaint and other documents in this case?
☒ Yes ☐ No

INFORMATION
Other Person or Entity to be Served

CONTACT INFORMATION

Street Address * Address Line #2

City * State * ZIP Code *

Phone Number * Phone Number Type

Email Address Fax Number

BACK CONTINUE

Click on the 'CONTINUE' button.

2.6 Adding DHS/ICE Attorney; Counts of the Complaint

- The **DHS/ICE Attorney; Counts of the Complaint** section is displayed. Fill in the fields with information about the DHS/ICE attorney. Required fields are indicated by the red asterisk “*” symbol.

EOIR | OCAHO Portal
U.S. DEPARTMENT OF JUSTICE

MY CASE FILINGS PROFILE

OCAHO Case Filing
Case Type: INA § 214A (8 U.S.C. § 1324a)

PROGRESS

- CASE TYPE
- ALLEGED VIOLATION SITE
- RESPONDENT
- RESPONDENT'S REPRESENTATIVE
- OTHER PARTIES TO BE SERVED
- DHS/ICE ATTORNEY; COUNTS OF THE COMPLAINT
- ATTACHMENTS
- REVIEW

Step 6 of 7

DHS/ICE Attorney, Counts of the Complaint
Provide the name and contact information for the Immigration and Customs Enforcement attorney who is handling this case.

DHS/ICE ATTORNEY INFORMATION

Salutation * Title

First Name * Middle Initial Last Name *

ICE File Number *

Name of Chief Counsel or Designee

CONTACT INFORMATION

Street Address * Address Line #2

City * State * ZIP Code *

Phone Number * Phone Number Type

Email Address Fax Number

Are there any counts? ☐ Yes ☒ No

BACK CONTINUE

Fill all displayed fields to complete DHS/ICE Attorney Information.



- At the bottom of the section, the question 'Are there any counts?' is displayed. Select either the **No** radio button or **Yes** radio button. If you select **Yes**, click on the + **Click to add** hyperlink.

Are there any counts? ☒ Yes ☐ No

+Click to add

- The violation list will be displayed. Select the corresponding violation(s) alleged in each count from the list by clicking on the appropriate checkbox. Select all that apply. Click on the **CONTINUE** button when completed.

Select the violation(s) alleged in each count of the complaint.

☒ Section 1324a(a)(1)(A) knowingly hiring, recruiting or referring for a fee.

☐ Section 1324a(a)(2) Continuing to employ.

☐ Section 1324a(a)(6) Knowingly hired using a contract, subcontract, or exchange.

☐ Section 1324a(a)(7)(A) alternatively 1324a(a)(2).

☐ Section 1324a(a)(7)(A) alternatively 1324a(a)(4).

☐ Section 1324a(b) Failure to prepare form I-8.

☐ Section 1324a(b)(2) Failure to ensure employee completes section 1 of form I-8.

☐ Section 1324a(b)(3) Failure to complete section 2 of form I-8.

☒ Section 1324a(b)(1) and (2) Failure to ensure completion of section 1 and failure to complete section 2 of form I-8.

☒ Section 1324a(b)(1) and (2) and 8 C.F.R. section 274a.2(b)(7)(i) Failure to ensure employee completes section 1 of form I-8 and failure to complete section 2 of form I-8 within three business days.

☐ Section 1324a(b)(3) Failure to retain for inspection.

☐ Section 1324a(b)(3) Failure to make available for inspection form I-8.

☐ Section 1324a(b)(3) Failure to retain and/or make available for inspection form I-8.

☐ Section 1324a(b) and 1324a(b)(5) Failure to prepare and/or retain and/or make available for inspection form I-8.

☐ Section 1324a(b)(2) and 8 C.F.R. section 274a.2(b)(7)(i) Failure to complete section 1 of form I-8 timely (at time of hire).

☐ Section 1324a(b)(1) and 8 C.F.R. section 274a.2(b)(7)(i) Failure to complete section 2 of form I-8 within three business days of hire.

☐ Section 1324a(b)(2) and 8 C.F.R. section 274a.2(b)(7)(i) and 8 C.F.R. section 274a.2(b)(7)(ii) Failure to complete section 1 timely and failure to complete section 2 within three business days.

☒ Section 1324a(b) and 8 C.F.R. section 274a.2(b)(7)(i) Failure to reverify work authorization of form I-8.

☐ Section 1324a(b)(2) and 8 C.F.R. section 274a.2(b)(7)(i) Failure to complete section 1 of form I-8 timely (at time of hire) and section 2 timely.

☐ Section 402(a)(3)(A) Failed to comply with the requirements of a pilot program where required to participate in and comply with such a program.

☐ Section 402(a)(4)(C) Failed to notify the Attorney General of continued employment of an individual who has received a final nonprosecution.

Close Continue



The selected violations will be listed under the **COUNT(S)** section.

The screenshot shows the 'COUNT(S)' section of the EOIR complaint form. A red callout bubble points to the list of violations, stating: "The selected violations will be listed under the 'COUNT(S)' section." The list includes:

- Section 1324a(a)(1)(A) knowingly hiring, recruiting or referring for a fee.
- Section 1324a(a)(1) and (2) Failure to ensure completion of section 1 and failure to complete section 2 of form I-9.
- Section 1324a(a)(1) and (2) and 8 C.F.R. section 274a.2(b)(1)(i) Failure to ensure employee completes section 1 of form I-9 and failure to complete section 2 of form I-9 within three business days.
- Section 1324a(a) and 8 C.F.R. section 274a.2(b)(1)(ii) Failure to verify work authorization of form I-9.

At the bottom of the form, there are 'BACK' and 'CONTINUE' buttons.

4. Click on the **CONTINUE** button.

The screenshot shows the 'COUNT(S)' section of the EOIR complaint form. A red callout bubble points to the 'CONTINUE' button, stating: "Click on the 'CONTINUE' button." The list of violations is the same as in the previous screenshot. At the bottom of the form, there are 'BACK' and 'CONTINUE' buttons.



2.7 Adding Attachments

The **Attachment(s)** section will be displayed. You will need to attach the following documents:

- Complaint
- Notice of Intent to Fine
- Request for Hearing

Note: The maximum file size is 25MB and only PDF or JPG/JPEG formats are allowed.

1. Click on the **+Add Attachment** link.

The **Attachments** pop-up will be displayed.



- Click on the 'Subject' dropdown arrow. Select the Subject from the list.

*Note: You are required to add all the documents listed on the **Subject** dropdown.*

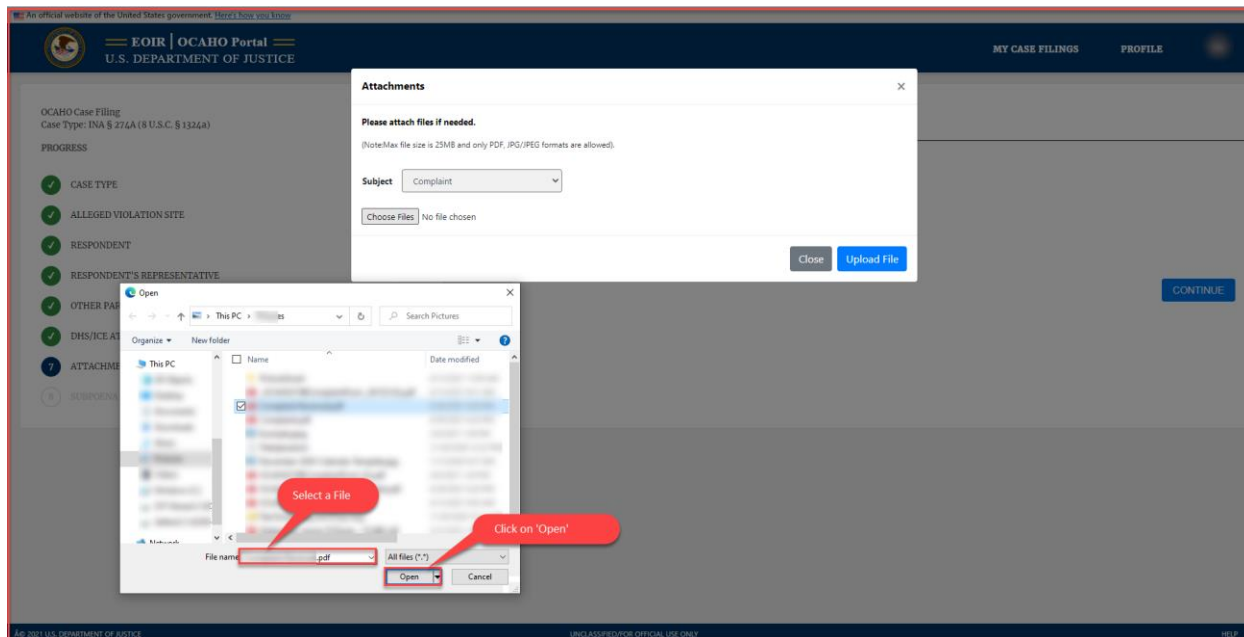
The screenshot shows the EOIR OCAHO Portal interface. On the left, a sidebar lists the case filing progress: CASE TYPE, ALLEGED VIOLATION SITE, RESPONDENT, RESPONDENT'S REPRESENTATIVE, OTHER PARTIES TO BE SERVED, DHS/ICE ATTORNEY, COUNTS OF THE COMPLAINT, ATTACHMENTS (highlighted with a question mark), and SUBPOENA. The main area displays the 'Attachments' modal. The modal title is 'Attachments'. Below the title, it says 'Please attach files if needed.' and '(Note: Max file size is 25MB and only PDF, JPG/JPEG formats are allowed)'. The 'Subject' dropdown menu is open, showing options: 'Select', 'Complaint', 'Notice of Intent to Fine', and 'Respondent's Request for Hearing'. A red callout bubble points to the dropdown arrow with the text 'Select the Subject from the list.' The modal also includes 'Close' and 'Upload File' buttons.

- Click on the **Choose File** button.

The screenshot shows the same EOIR OCAHO Portal interface. The 'Attachments' modal is still open. The 'Subject' dropdown menu is now closed and set to 'Complaint'. The 'Choose File' button is highlighted with a red box. A red callout bubble points to the 'Choose File' button with the text 'Click on 'Choose File'.' The modal also includes 'Close' and 'Upload File' buttons.

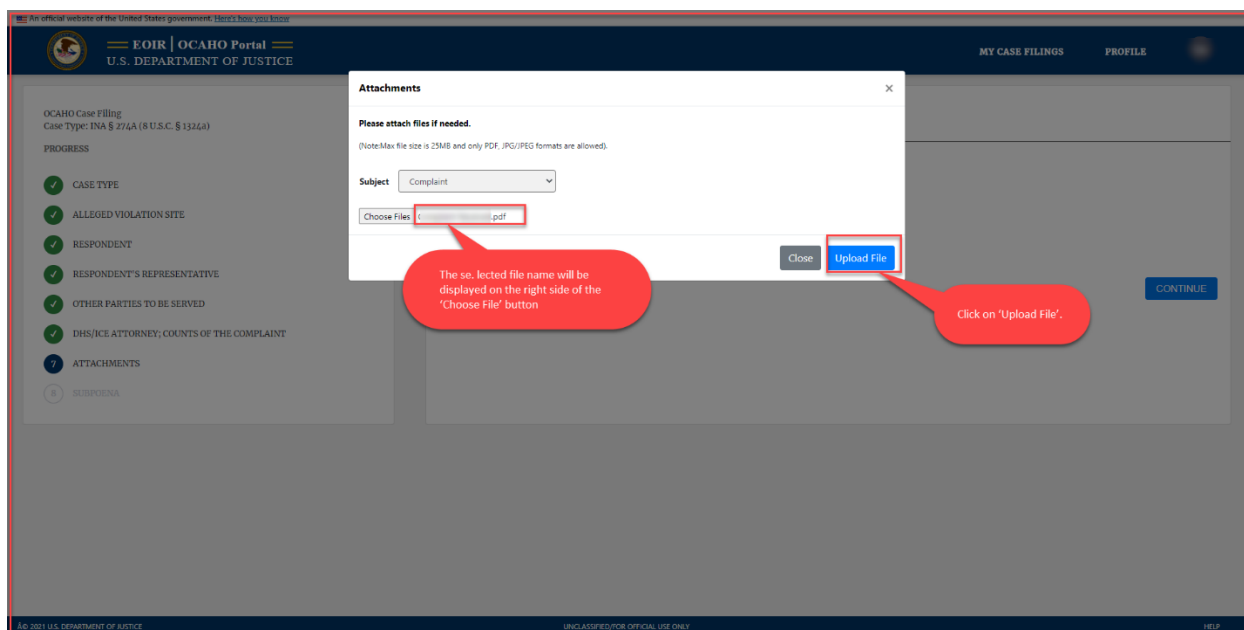


4. Select the appropriate file to upload using File Explorer.



5. The selected file name will be displayed to the right of the **Choose File** button. Click on the **Upload File** button.

Note: You can only upload one file at a time.





6. The uploaded document will appear in the **Attachment(s)** section.

EOIR | OCAHO Portal
U.S. DEPARTMENT OF JUSTICE

MY CASE FILINGS PROFILE

OCAHO Case Filing
Case Type: INA § 274A (8 U.S.C. § 1324a)

PROGRESS

- CASE TYPE
- ALLEGED VIOLATION SITE
- RESPONDENT
- RESPONDENT'S REPRESENTATIVE
- OTHER PARTIES TO BE SERVED
- DHS/ICE ATTORNEY; COUNTS OF THE COMPLAINT
- ATTACHMENTS

Step 7 of 7
Attachment(s)

Upload all three documents (Complaint, Notice of Intent to Fine, and Request for Hearing) as separate attachments:
(Note: Max file size is 25MB and only PDF, JPG/JPEG formats are allowed).

[Add Attachment](#)

| Subject | File Name | File Size | Remove |
|----------------------------------|------------|-----------|------------------------|
| Complaint | [Redacted] | 259 KB | Delete |
| Notice of Intent to Fine | [Redacted] | 77 KB | Delete |
| Respondent's Request for Hearing | [Redacted] | 16 KB | Delete |

[BACK](#) [SUBMIT](#)

The uploaded document will appear in this section.

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7. Repeat the steps in [Section 2.7 Adding Attachments](#) until all required documents are uploaded.



2.8 Submitting a Case

If you selected **No** to the Subpoena question from [Section 2.1 Selecting a Case Type](#), the **SUBMIT** button will be displayed.

1. Click on the **SUBMIT** button once all documents are uploaded to submit this case.

*Note: Once a case is submitted, you can view the case on the **My Active Cases** page.*

EOIR | OCAHO Portal
U.S. DEPARTMENT OF JUSTICE

MY CASE FILINGS PROFILE

OCAHO Case Filing
Case Type: INA § 274A (8 U.S.C. § 1324a)

PROGRESS

- CASE TYPE
- ALLEGED VIOLATION SITE
- RESPONDENT
- RESPONDENT'S REPRESENTATIVE
- OTHER PARTIES TO BE SERVED
- DHS/ICE ATTORNEY; COUNTS OF THE COMPLAINT
- ATTACHMENTS

Step 7 of 7
Attachment(s)

Upload all three documents (Complaint, Notice of Intent to Fine, and Request for Hearing) as separate attachments:
(Note: Max file size is 25MB and only PDF, JPG/JPEG formats are allowed).

+ Add Attachment

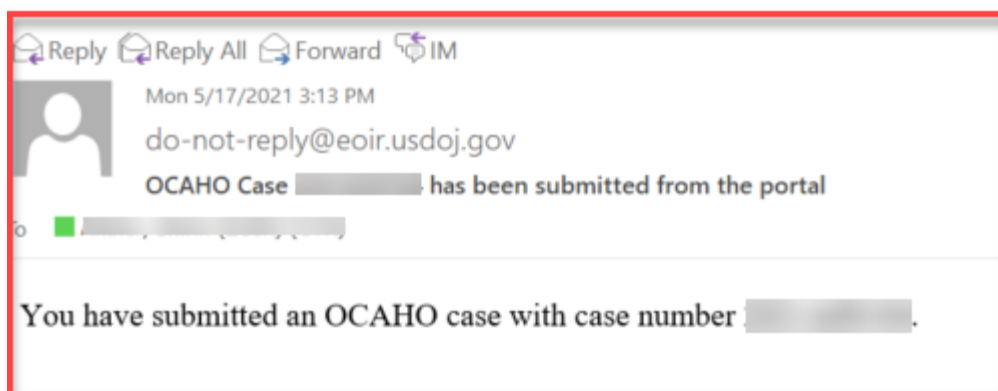
| Subject | File Name | File Size | Remove |
|----------------------------------|------------|-----------|--------|
| Complaint | [Redacted] | 259 KB | Delete |
| Notice of Intent to Fine | [Redacted] | 77 KB | Delete |
| Respondent's Request for Hearing | [Redacted] | 16 KB | Delete |

BACK SUBMIT

Click the "SUBMIT" button once all documents are uploaded to submit this case.

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After a few minutes, an automated email will be sent to the filer stating that an OCAHO case has been submitted with the auto-generated case number.





2.9 Adding a Subpoena

If you selected **Yes** to the Subpoena question from [Section 2.1 Selecting a Case Type](#), the **CONTINUE** button will be displayed.

1. Click on the **CONTINUE** button once all documents are uploaded.

Step 7 of 8

Attachment(s)

Upload all three documents (Complaint, Notice of Intent to Fine, and Request for Hearing) as separate attachments:

(Note: Max file size is 25MB and only PDF, JPG/JPEG formats are allowed.)

[Add Attachment](#)

| Subject | File Name | File Size | Remove |
|----------------------------------|---------------------------------------|-----------|------------------------|
| Complaint | Complaint.pdf | 259 KB | Delete |
| Respondent's Request for Hearing | Respondent's Request for Hearing.jpeg | 16 KB | Delete |
| Notice of Intent to Fine | Notice of Intent to Fine.pdf | 77 KB | Delete |

[BACK](#) [CONTINUE](#)

2. A pop-up will be displayed. Click on the **OK** button. This will both submit the case and cause the **OCAHO Subpoena** section to be displayed.

oca-ho-uat.ase.eoir-dev.usdoj.gov says
You are about to SUBMIT this case and be redirected to the SUBPOENA form. Do you want to continue?

[OK](#) [Cancel](#)

Click on 'Ok' button

Step 7 of 8

Attachment(s)

Upload all three documents (Complaint, Notice of Intent to Fine, and Request for Hearing) as separate attachments:

(Note: Max file size is 25MB and only PDF, JPG/JPEG formats are allowed.)

[Add Attachment](#)

| Subject | File Name | File Size | Remove |
|----------------------------------|---------------------------------------|-----------|------------------------|
| Complaint | Complaint.pdf | 259 KB | Delete |
| Respondent's Request for Hearing | Respondent's Request for Hearing.jpeg | 16 KB | Delete |
| Notice of Intent to Fine | Notice of Intent to Fine.pdf | 77 KB | Delete |

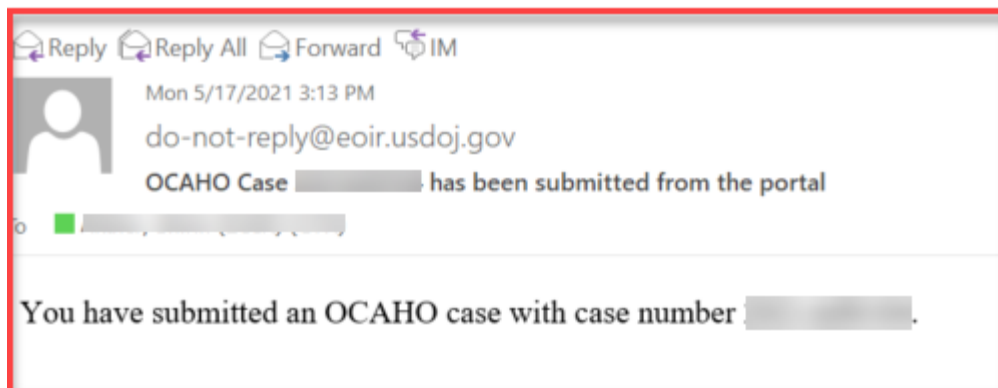
[BACK](#) [CONTINUE](#)



The **OCAHO Subpoena** section will be displayed.

The screenshot shows the EOIR OCAHO Portal interface. The header includes the EOIR logo and the text "EOIR | OCAHO Portal" and "U.S. DEPARTMENT OF JUSTICE". On the right, there are links for "MY CASE FILINGS" and "PROFILE". The main content area is titled "Step 2 of 2" and "OCAHO Subpoena". A red callout bubble points to the "OCAHO Subpoena" title with the text: "The 'OCAHO Subpoena' form will be displayed." The form includes a "PROGRESS" section on the left with checkboxes for "Form" and "Case Information". The main form area has fields for "In Re Investigation of", "OCAHO Inv. Subpoena No.", "8 U.S.C. § 1324b Proceeding", "Complainant" (United State of America), "Respondent", "OCAHO Case No.", "8 U.S.C. § 1324 A Proceeding", and "To *". At the bottom, there is a section for "You are hereby commanded to (or if a corporation, commanded to designate an individual to):" with checkboxes for "Appear and give testimony at" and "Produce and bring the documents described below to:".

After a few minutes, an automated email will be sent to the filer stating that an OCAHO case has been submitted with the auto-generated case number.





3. In the **OCAHO Subpoena** section, fill in all relevant information in regards to the subpoena. Required fields are indicated by the red asterisk “*” symbol.

Step 2 of 2

OCAHO Subpoena

Please complete all required fields. If you need more space, attach a PDF with additional information.

In Re Investigation of

OCAHO Inv. Subpoena No.

8 U.S.C. § 1324b Proceeding

OR

Complainant

Respondent

OCAHO Case No.

8 U.S.C. § 1324 A Proceeding

To *

You are hereby commanded to (or if a corporation, commanded to designate an individual to):

☐ Appear and give testimony at

☐ Produce and bring the documents described below to:

4. A supplemental file can be attached on this page if there is not enough space on the current form. Click the **Choose File** button and follow the similar steps in [Section 2.7 Adding Attachments](#).

Fill out the place, date, and time that correspond to the command(s) checked above.

Place *

Date *

Time *

The documents or evidence required:

If more space is needed, please add an attachment.

(Note: Max. file size is 25MB and only PDF, JPG/JPEG formats are allowed).

Subject

Choose Files No file chosen

Add additional file if needed. Click "Choose File" and follow the similar steps to Section 2.7 Adding Attachments

This subpoena is issued pursuant to section 68.25 of title 28 of the Code of Federal Regulations (28 C.F.R. § 68.25) and under the statutory authority specified below: *

☐ 8 U.S.C. § 1324a Proceeding. This subpoena is issued under the authority of section 2744(a)(2)(B) of the Immigration and Nationality Act, as amended (8 U.S.C. § 1324a(e)(2)(B)).

☐ 8 U.S.C. § 1324b Proceeding. This subpoena is issued under the authority of section 274B(f)(2) of the Immigration and Nationality Act, as amended (8 U.S.C. § 1324b(f)(2)).

☐ 8 U.S.C. § 1324c Proceeding. This subpoena is issued under the authority of section 274C(d)(1)(B) of the Immigration and Nationality Act, as amended (8 U.S.C. § 1324c(d)(1)(B)).

This subpoena is issued upon the application of:

Name *

Title *

Office *

Signature * (Typing your name in this field constitutes an electronic signature on this subpoena form)



- The attached files from the previous sections will appear in the **Uploaded Files** section.

(Note: Max file size is 25MB and only PDF, JPG/JPEG formats are allowed)

Subject

No file chosen

This subpoena is issued pursuant to section 68.25 of title 28 of the Code of Federal Regulations (28 C.F.R. § 68.25) and under the statutory authority specified below: *

☐ 8 U.S.C. § 1324a Proceeding. This subpoena is issued under the authority of section 274A(a)(2)(B) of the Immigration and Nationality Act, as amended (8 U.S.C. § 1324a(a)(2)(B))

☐ 8 U.S.C. § 1324b Proceeding. This subpoena is issued under the authority of section 274B(f)(2) of the Immigration and Nationality Act, as amended (8 U.S.C. § 1324b(f)(2))

☐ 8 U.S.C. § 1324c Proceeding. This subpoena is issued under the authority of section 274C(d)(1)(B) of the Immigration and Nationality Act, as amended (8 U.S.C. § 1324c(d)(1)(B))

This subpoena is issued upon the application of:

Name *

Office *

Title *

Signature * (Typing your name in this field constitutes an electronic signature on this subpoena form)

Uploaded Files

| Subject | File Name | File Size | Remove |
|----------------------------------|----------------------|-----------|------------------------|
| Complaint | <input type="text"/> | 259 KB | Delete |
| Respondent's Request for Hearing | <input type="text"/> | 16 KB | Delete |
| Notice of Intent to Fine | <input type="text"/> | 77 KB | Delete |

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2.10 Submitting a Subpoena

- Click on the **SUBMIT** button once all information is completed.

*Note: Once a subpoena is submitted you can view the case and subpoena on the **My Active Cases** page.*

(Note: Max file size is 25MB and only PDF, JPG/JPEG formats are allowed)

Subject

This subpoena is issued pursuant to section 68.25 of title 28 of the Code of Federal Regulations (28 C.F.R. § 68.25) and under the statutory authority specified below: *

☒ 8 U.S.C. § 1324a Proceeding. This subpoena is issued under the authority of section 274A(a)(2)(B) of the Immigration and Nationality Act, as amended (8 U.S.C. § 1324a(a)(2)(B))

☐ 8 U.S.C. § 1324b Proceeding. This subpoena is issued under the authority of section 274B(f)(2) of the Immigration and Nationality Act, as amended (8 U.S.C. § 1324b(f)(2))

☐ 8 U.S.C. § 1324c Proceeding. This subpoena is issued under the authority of section 274C(d)(1)(B) of the Immigration and Nationality Act, as amended (8 U.S.C. § 1324c(d)(1)(B))

This subpoena is issued upon the application of:

Name *

Office *

Title *

Signature * (Typing your name in this field constitutes an electronic signature on this subpoena form)

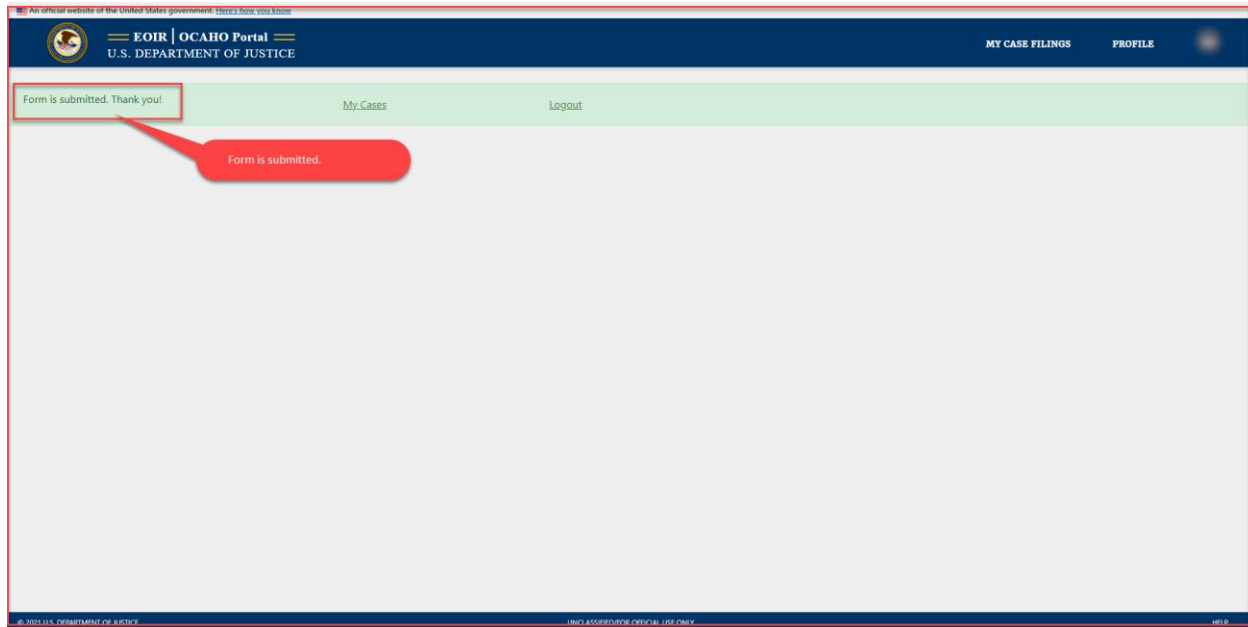
Uploaded Files

| Subject | File Name | File Size | Remove |
|----------------------------------|----------------------|-----------|------------------------|
| Complaint | <input type="text"/> | 259 KB | Delete |
| Respondent's Request for Hearing | <input type="text"/> | 16 KB | Delete |
| Notice of Intent to Fine | <input type="text"/> | 77 KB | Delete |

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A message will be displayed stating that the form is submitted.



After a few minutes, an automated email will be sent to the submitter stating that 'OCAHO Subpoena has been submitted from the portal.



-
- EOIR | OCAHO Portal
U.S. DEPARTMENT OF JUSTICE
- Form is submitted. Thank you!
- My Cases Logout
- MY CASE FILINGS PROFILE
- Click on 'My Cases' or 'MY CASE FILINGS' link

An official website of the United States government | Here's how you know

EOIR | OCAHO Portal
U.S. DEPARTMENT OF JUSTICE

MY CASE FILINGS PROFILE

My Active Cases

[REQUEST ACCESS](#) [FILE A CASE](#)

| Case Number | Case Type | Case Title | Created On | Case Status | Related Documents | Document Filing |
|-------------|-------------------------------|-----------------------------|------------|---------------------------|-------------------|-----------------|
| 1 | INA § 274A (8 U.S.C. § 1324a) | United States of America v. | 5/20/2021 | Under review by CMS Staff | My Documents | File a Document |

The submitted case appears on top of this list and the Case Number and Case Title is auto generated.



2. Click **Download** if you would like to download and view any document.

*Note: You may see that there is another file with Subject: EOIR -30 and the following suffix in the File Name: ***-Submitted.pdf. This will only appear if you have submitted a subpoena. This auto-generated PDF document is a subpoena form with pre-filled fields. Click **Download** to view the Subpoena.*

My Documents

Case Number: 2021A00104
Case Title: United States of America v. [REDACTED]

| Subject | File Name | File Size | Download |
|------------|----------------------------------|-----------|--------------------------|
| [REDACTED] | [REDACTED] | 259 KB | Download |
| [REDACTED] | [REDACTED] | 16 KB | Download |
| [REDACTED] | [REDACTED] | 77 KB | Download |
| [REDACTED] | [REDACTED] | 259 KB | Download |
| EOIR-30 | EOIR-30-2021A00104-Submitted.pdf | 57 KB | Download |

BACK

Click on "Download".

3. At the bottom of the screen, in the gray bar, double-click the file to open it.

My Documents

Case Number: 2021A00104
Case Title: United States of America v. [REDACTED]

| Subject | File Name | File Size | Download |
|------------|----------------------------------|-----------|--------------------------|
| [REDACTED] | [REDACTED] | 259 KB | Download |
| [REDACTED] | [REDACTED] | 16 KB | Download |
| [REDACTED] | [REDACTED] | 77 KB | Download |
| [REDACTED] | [REDACTED] | 259 KB | Download |
| EOIR-30 | EOIR-30-2021A00104-Submitted.pdf | 57 KB | Download |

BACK

Double-click the file to open.

EOIR-30-2021A00104-Submitted.pdf
Click file



The downloaded subpoena file has some values pre-filled from Case Filings.

1 of 2 Q

UNITED STATES DEPARTMENT OF JUSTICE
EXECUTIVE OFFICE FOR IMMIGRATION REVIEW
OFFICE OF THE CHIEF ADMINISTRATIVE HEARING OFFICER

SUBPOENA

In Re Investigation of [redacted] OCAHO Inv. Subpoena No. [redacted]
[redacted] 8 U.S.C. § 1324b Proceeding
OR

United State of America [redacted] OCAHO Case No. [redacted]
Complainant [redacted] 8 U.S.C. § 1324a Proceeding

Respondent [redacted]

TO: Management

You are hereby commanded to (or if a corporation, commanded to designate an individual to):
☐ appear and give testimony at:
☐ produce and bring the documents described below to:
☐ provide access to the evidence described below for the purpose of examination and copying at:
☐ mail (by certified mail) the documents described below to:
☐ other (please describe) [redacted]

PLACE: [redacted]

DATE: [redacted] TIME: [redacted]
[The recipient must be provided at least ten (10) days to petition to revoke or modify the subpoena. See 28 C.F.R. § 68.25(c).]

The documents or evidence required (if more space is needed, please attach a separate sheet):
[redacted]

This subpoena is issued pursuant to section 68.25 of title 28 of the Code of Federal Regulations (28 C.F.R. § 68.25) and under the statutory authority specified below:
☒ 8 U.S.C. § 1324a Proceeding. This subpoena is issued under the authority of section 274A(e)(2)(B) of the Immigration and Nationality Act, as amended (8 U.S.C. § 1324a(e)(2)(B)).
☐ 8 U.S.C. § 1324b Proceeding. This subpoena is issued under the authority of section 274B(f)(2) of the Immigration and Nationality Act, as amended (8 U.S.C. § 1324b(f)(2)).
☐ 8 U.S.C. § 1324c Proceeding. This subpoena is issued under the authority of section 274C(d)(1)(B) of the Immigration and Nationality Act, as amended (8 U.S.C. § 1324c(d)(1)(B)).

This subpoena is issued upon the application of [name, title, office]: [redacted]
[Please print or type]
Signature: Digitally Signed by: [redacted]

IN WITNESS WHEREOF the undersigned authorized official of the United States Department of Justice, Executive Office for Immigration Review, Office of the Chief Administrative Hearing Officer has duly signed below and caused the seal of said Office of the Chief Administrative Hearing Officer to be affixed at Falls Church, VA, on this [redacted] day of [redacted], 20[redacted].

ADMINISTRATIVE LAW JUDGE
[redacted]
5107 Leesburg Pike, Suite 2519
Falls Church, VA 22041

Page 1 of 2 FORM EOIR-30
Revised Nov. 2016

RETURN OF SERVICE

Received by Server: [redacted] Served: [redacted]
Date: [redacted] Date: [redacted]
Place: [redacted] Place: [redacted]

Served on: [redacted] Served by: [redacted]
Name: [redacted] Name: [redacted]
Title: [redacted] Title: [redacted]

I declare under penalty of perjury under the laws of the United States of America that the foregoing information contained in the Return of Service is true and correct.

Executed on [redacted] Date by [redacted] Signature
[redacted]
Name and address

INSTRUCTIONS AND IMPORTANT NOTICES

NOTICES TO REQUESTOR:

The party requesting the subpoena must mail a copy of the completed subpoena, with the Return of Service filled out, to the Administrative Law Judge for the record. Please consult 28 C.F.R. § 68.25 for information on what may be requested in a subpoena, who may serve a subpoena, and the manner of service. All information requested should be adequately described and reasonably relevant to the allegations in the complaint or, in the case of an investigatory subpoena, to the subject of the agency's investigation.

28 C.F.R. § 68.25(c) allows a recipient to petition to revoke or modify the subpoena within ten (10) days after the date of service of the subpoena. Accordingly, the requested time for response to or compliance with the subpoena must be at least ten (10) days after the anticipated date of service. In the event that a requestor does not provide adequate time for response, the Administrative Law Judge may modify the date and time for response as necessary.

Please provide all essential information, including the date by which the requested documents or evidence should be provided, as well as a brief description of the requested documents or evidence, on the form itself. If you need additional space to fully describe the documents or evidence requested, you may attach separate sheets.

NOTICE TO RECIPIENT:

If you do not intend to comply with this request, you must petition the Administrative Law Judge who signed the subpoena to revoke or modify the subpoena within ten (10) days after the date of service of the subpoena. See 28 C.F.R. § 68.25(c).

NOTICE TO WITNESS:

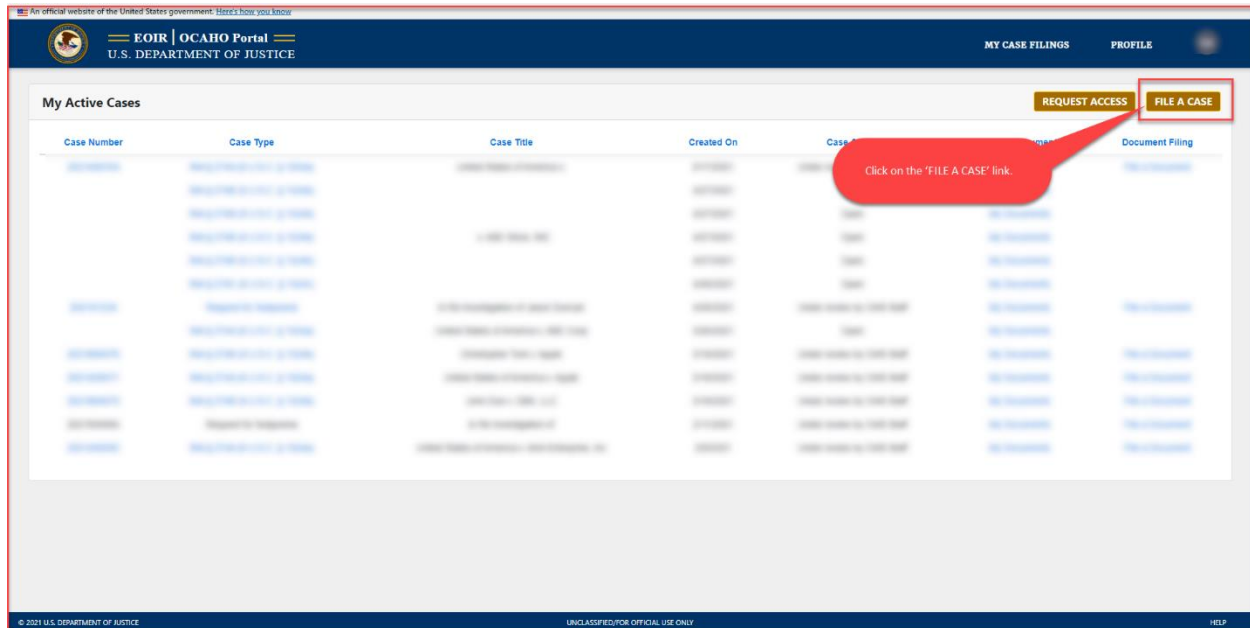
Witness fees for attendance, subsistence, and mileage under this subpoena are payable by the party at whose request the witness is subpoenaed, if authorized by statute. A witness appearing at the request of the Government, who is entitled to reimbursement, shall submit this subpoena with the voucher to the Government counsel when claiming reimbursement.

Page 2 of 2 FORM EOIR-30
Revised Nov. 2016



3. Filing Case Type B

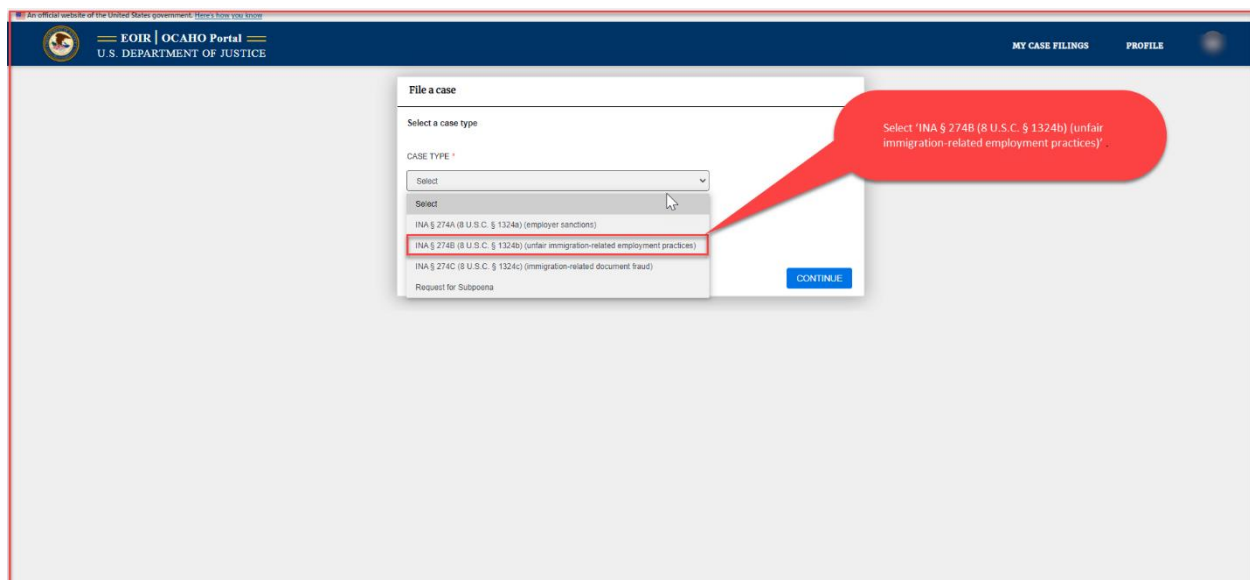
1. Open <https://ocafo.eoir.justice.gov/> and follow Steps 1 through 6 in [Filing Case Type A](#) to log into OCAHO Portal. The **My Active Cases** page will be displayed. Click on the **FILE A CASE** button.



3.1 Selecting a Case Type

1. From the **File a case** panel, select 'INA § 274B (8 U.S.C. § 1324b) (unfair immigration-related employment practices)' from the CASE TYPE dropdown list.

Note: Click on the dropdown arrow to show the Case Type.





2. Select the **Yes** radio button if there is a Subpoena; otherwise, click on the **CONTINUE** button.

Note: If you select Yes, at the end of the form you will need to fill in Subpoena information.

3. A pop-up message will be displayed stating ‘You are creating a new Case. Do you want to proceed?’ Click on the **OK** button.



The **Step 1** section will be displayed. The left side of the page will show a step-by-step progress indicator for the completion status of the Case Filing. On this page, the indicator will show the current step as 1. The subsequent steps are grayed out.

The Case Type B form consists of 15 or 16 steps. If the **Yes** radio button was selected on the initial step, then Subpoena will be displayed as step 16. These steps appear as follows:

- 1 - Form
- 2 - General Information
- 3 - Representation
- 4 - 3a Citizenship or Immigration Status
- 5 - 3b - Current Citizenship or Immigration Status
- 6 - Respondent Business/Employer Information
- 7 - Respondent Business/Employer Representation
- 8 - Basis of Discrimination
- 9 - Discrimination in Hiring, Recruitment, or...
- 10 - Discrimination in Firing
- 11 - Intimidated, Threatened, Coerced, or...
- 12 - Documentation Practices
- 13 - Relief Request
- 14 - Attachment
- 15 - Declaration & Signature

The screenshot displays the EOIR OCAHO Portal interface. On the left, a vertical progress indicator lists 16 steps, with Step 1 (Form) highlighted in blue and the others grayed out. A red callout bubble points to this indicator, stating: "The left side of the page will display a step-by-step progress indicator for the completion of the Case Filing." The main content area shows "Step 1 of 16" and provides instructions for downloading or uploading a PDF form. It includes a link to the OCAHO Subpoena Form, form instructions, and a section for uploading documents. At the bottom, there are "BACK" and "CONTINUE" buttons.



3.2 Filling out a Paper/PDF Form

1. If you prefer to fill out a paper/PDF form, download the form by clicking the links presented in Step 1. Then upload a PDF file with the completed form by clicking the **+Add Documents** link. There is also a **FORM INSTRUCTIONS** link to information to assist with completing the paper form.

EOIR | OCAHO Portal
U.S. DEPARTMENT OF JUSTICE

MY CASE FILINGS PROFILE

OCAHO Case Filing
Case Type: INA § 274B (8 U.S.C. § 1324b)

PROGRESS

- 1 Form
- 2 General Information
- 3 Representation
- 4 Citizenship or Immigration Status
- 5 Current Citizenship or Immigration Status
- 6 Respondent Business/Employer Information
- 7 Respondent Business/Employer Representation
- 8 Basis of Discrimination
- 9 Discrimination in Hiring, Recruitment, or...
- 10 Discrimination in Filing
- 11 Retaliated, Threatened, Coerced or...
- 12 Documentation Practices
- 13 Relief Request
- 14 Attachment
- 15 Declaration & Signature
- 16 Subpoena

Step 1 of 16

If you prefer to fill out a paper/PDF form, download the form by clicking the link below. Then upload a PDF file with the completed form by clicking the Choose Files button. Otherwise, click Continue to complete and file the form online.

[OCAHO Subpoena Form OCAHO274BComplaintForm](#)

FORM INSTRUCTIONS

Please Upload Your Completed Form and Other documents as instructed in the Form Instructions.
(Note: Max file size is 25MB and only PDF, JPG/JPEG formats are allowed).

[+Add Documents](#)

BACK CONTINUE

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EOIR | OCAHO Portal
U.S. DEPARTMENT OF JUSTICE

MY CASE FILINGS PROFILE

OCAHO Case Filing
Case Type: INA § 274B (8 U.S.C. § 1324b)

PROGRESS

- 1 Form
- 2 General Information
- 3 Representation
- 4 Citizenship or Immigration Status
- 5 Current Citizenship or Immigration Status
- 6 Respondent Business/Employer Information
- 7 Respondent Business/Employer Representation
- 8 Basis of Discrimination
- 9 Discrimination in Hiring, Recruitment, or...
- 10 Discrimination in Filing
- 11 Retaliated, Threatened, Coerced or...
- 12 Documentation Practices
- 13 Relief Request
- 14 Attachment
- 15 Declaration & Signature
- 16 Subpoena

Unfair Immigration-Related Employment Practices Complaint Form

FORM INSTRUCTIONS

Please read all of the directions carefully. **Before you file a complaint with our office, you must have first:**

- 1) Filed a charge with the Immigrant and Employee Rights Section (IER) of the Department of Justice, **and**
- 2) Received a letter from IER telling you that you may now file your own complaint with the Office of the Chief Administrative Hearing Officer (OCAHO).

If you need more space to respond to a question, you may attach additional sheets. Please indicate clearly which question(s) you are responding to on any additional sheets and number each additional sheet.

When you have completed the complaint, please return it, and the required documents below, to:

United States Department of Justice
Executive Office for Immigration Review
Office of the Chief Administrative Hearing Officer
5107 Leesburg Pike, Suite 2500
Falls Church, VA 22041

CONTACT INFORMATION

If you have any questions about this form, call OCAHO at 703-305-0864 (Mon-Fri, 7 a.m.-4 p.m. Eastern Time).

If you need to contact IER, call the IER Worker Hotline at 1-800-255-7688 (toll free) or 1-800-237-2515 (TDD device for the hearing impaired), or write to:

U.S. Department of Justice
Civil Rights Division
Immigrant and Employee Rights Section
950 Pennsylvania Avenue, N.W.
IER, NIA 9000
Washington, DC 20530

For questions about Title VII of the Civil Rights Act of 1964, please contact the Equal Employment Opportunity Commission by calling 1-800-669-4000 (toll free) or 1-800-669-6820 (TDD device for the hearing impaired).

REQUIRED DOCUMENTS (You must include the following in the packet you submit to OCAHO):

- 1) **Original** complaint with an original signature (however, if you completed and signed the complaint through this web portal, you do not need to separately attach another copy of the complaint);
- 2) A copy of the charge document (and a copy of any attachments to the charge) you filed with IER;
- 3) A copy of the letter you received from IER telling you that you may now file your own complaint with OCAHO.

Except for the original complaint, you should not send the **originals of any other documents or attachments to OCAHO**. OCAHO will send a copy of the complaint and copies of all attachments to the Respondent Business/Employer once the complaint has been filed.

Close

CONTINUE

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3.3 Completing and Filing the Form Online

1. If you prefer to complete and file the form online, click on the **CONTINUE** button.

EOIR | OCAHO Portal
U.S. DEPARTMENT OF JUSTICE

MY CASE FILINGS PROFILE

OCAHO Case Filing
Case Type: INA § 274B (8 U.S.C. § 1324b)

PROGRESS

- 1 Form
- 2 General Information
- 3 Representation
- 4 Citizenship or Immigration Status
- 5 Current Citizenship or Immigration Status
- 6 Independent Business/Employer Information
- 7 Independent Business/Employer Representation
- 8 Basis of Discrimination
- 9 Discrimination in Hiring, Recruitment, or...
- 10 Discrimination in Filing
- 11 Intimidated, Threatened, Coerced or...
- 12 Documentation Practices
- 13 Relief Request
- 14 Attachment
- 15 Declaration & Signature
- 16 Subpoena

Step 1 of 16

If you prefer to fill out a paper/PDF form, download the form by clicking the link below. Then upload a PDF file with the completed form by clicking the Choose Files button. Otherwise, click Continue to complete and file the form online.

OCAHO Subpoena Form: OCAHO274BComplaintForm

FORM INSTRUCTIONS

Please Upload Your Completed Form and Other documents as stated in the Form Instructions.
(Note: Max file size is 25MB and only PDF, JPG/JPEG formats are allowed).

+Add Documents

BACK CONTINUE

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2. Use [Filing Case Type A](#) as a reference guide to continue filing Case Type B.
3. Complete all remaining steps, filling in all information that you can. Required fields are indicated by the red asterisk “*” symbol. Click on the **CONTINUE** button when you have completed each section.
4. In the **Declaration and Signature** section, type in your name as an electronic signature and type in the date. Click on the **SUBMIT** button to submit this case.

*Note: Once a case is submitted, you can view the case on the **My Active Cases** page.*

4. Filing Case Type C

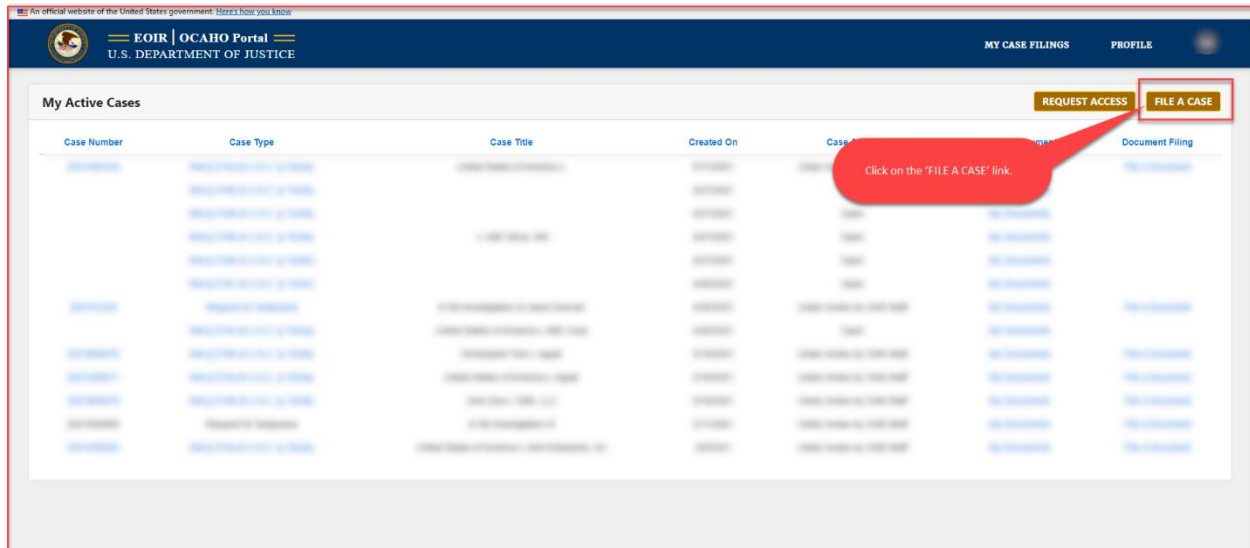
1. Use [Filing Case Type A](#) beginning with step 1 as a reference guide to logging into OCAHO Portal and filing Case Type C.
2. Complete all steps, filling in all information that you can. Required fields are indicated by the red asterisk “*” symbol. Click on the **CONTINUE** button when you have completed each section.
3. In the **Declaration and Signature** section, type in your name as an electronic signature and type in the date. Click on the **SUBMIT** button to submit this case.

*Note: Once a case is submitted, you can view the case on the **My Active Cases** page.*



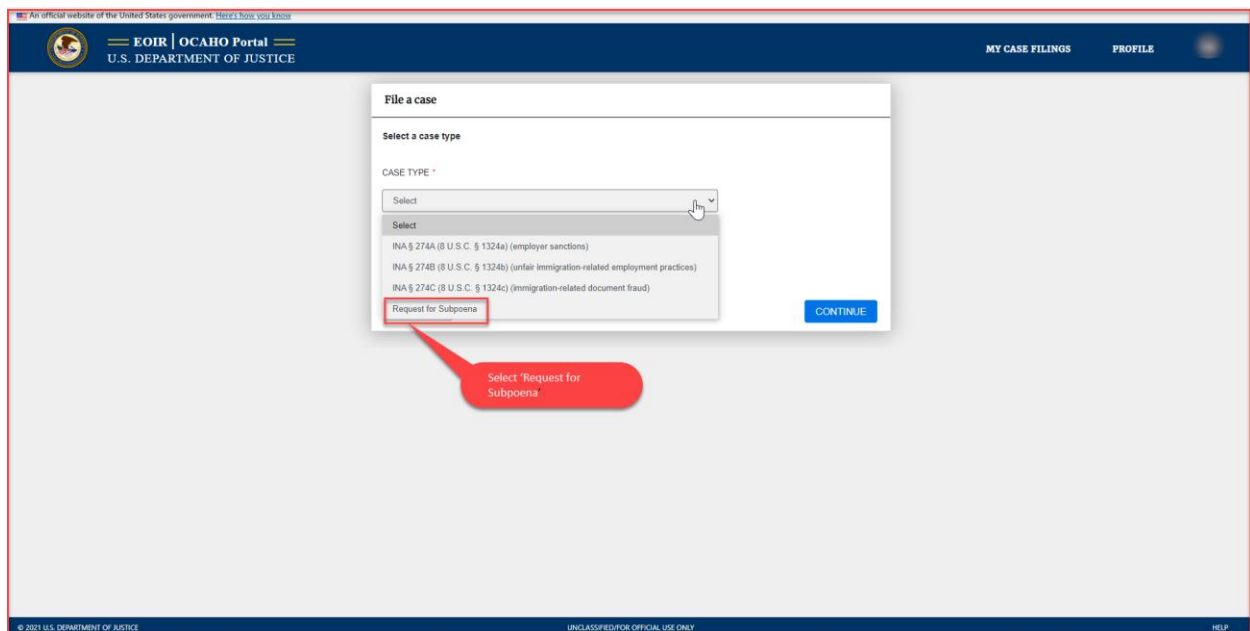
5. Filing a Subpoena

1. Open <https://ocafo.eoir.justice.gov/> and follow Steps 1 through 6 in [Filing Case Type A](#) to log into OCAHO Portal. The **My Active Cases** page will be displayed. Click on the **FILE A CASE** button.



2. From the **File a case** panel, select 'Request for Subpoena' from the CASE TYPE dropdown list.

Note: Click on the dropdown arrow to show the Case Type.





- Click on the **CONTINUE** button.

File a case

Select a case type

CASE TYPE *

Request for Subpoena

BACK CONTINUE

Click "CONTINUE".

- A pop-up message will be displayed stating 'You are creating a new Case. Do you want to proceed?' Click on the **OK** button.

ocho-uatase.eoir-dev.usdoj.gov says
You are creating a new Case. Do you want to proceed?

OK Cancel

Click "OK".

File a case

Select a case type

CASE TYPE *

Request for Subpoena

BACK CONTINUE



The **Step 1** section will be displayed. The left side of the page will show a step-by-step progress indicator for the completion status of the Request for Subpoena. On this page, the indicator will show the current step as 1. The subsequent steps are grayed out.

EOIR | OCAHO Portal
U.S. DEPARTMENT OF JUSTICE

MY CASE FILINGS PROFILE

OCAHO Case Filing
Case Type: Request for Subpoena

PROGRESS

1 Form
2 Case Information

On the opened page, the left side of the page will display a step-by-step progress indicator for the completion of the Case Filing.

Step 1 of 2

If you prefer to fill out a paper/PDF form, download the form by clicking the link below. Then upload a PDF file with the completed form by clicking the Choose Files button. Otherwise, click Continue to complete and file the form online.

[OCAHOSubpoenaForm](#)

INSTRUCTIONS AND IMPORTANT NOTICES

Please Upload Your Completed Form and Other documents as stated in the Form Instructions.
(Note: Max file size is 25MB and only PDF, JPG/JPEG formats are allowed).

+Add Documents

BACK CONTINUE

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5. If you prefer to fill out a paper/PDF form, download the form by clicking the **OCAHOSubpoenaForm** link. Then upload a PDF file with the completed form by clicking the **+Add Documents** button.

EOIR | OCAHO Portal
U.S. DEPARTMENT OF JUSTICE

MY CASE FILINGS PROFILE

OCAHO Case Filing
Case Type: Request for Subpoena

PROGRESS

1 Form
2 Case Information

Step 1 of 2

If you prefer to fill out a paper/PDF form, download the form by clicking the link below. Then upload a PDF file with the completed form by clicking the Choose Files button. Otherwise, click Continue to complete and file the form online.

[OCAHOSubpoenaForm](#)

INSTRUCTIONS AND IMPORTANT NOTICES

Please Upload Your Completed Form and Other documents as stated in the Form Instructions.
(Note: Max file size is 25MB and only PDF, JPG/JPEG formats are allowed).

+Add Documents

BACK CONTINUE

If you prefer to fill out a paper/PDF form, download the form by clicking the "OCAHOSubpoenaForm" link

Then upload a PDF file with the completed form by clicking the Add Documents button

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*Note: Clicking on the **INSTRUCTIONS AND IMPORTANT NOTICES** link displays information to assist with completing the PDF form.*

The screenshot displays the EOIR OCAHO Portal interface. The top navigation bar includes the EOIR logo, the text "EOIR | OCAHO Portal" and "U.S. DEPARTMENT OF JUSTICE", and links for "MY CASE FILINGS" and "PROFILE". The main content area shows the "OCAHO Case Filing" process for a "Request for Subpoena". The progress bar indicates two steps: "1. Form" and "2. Case Information". A red callout bubble points to the "INSTRUCTIONS AND IMPORTANT NOTICES" link in the "OCAHOSubpoenaForm" section. Below the screenshot, a detailed view of the "INSTRUCTIONS AND IMPORTANT NOTICES" modal is shown.

INSTRUCTIONS AND IMPORTANT NOTICES

NOTICES TO REQUESTOR:

Please consult 28 C.F.R. § 68.25 for information on what may be requested in a subpoena, who may serve a subpoena, and the manner of service. All information requested should be adequately described and reasonably relevant to the allegations in the complaint or, in the case of an investigatory subpoena, to the subject of the agency's investigation.

28 C.F.R. § 68.25(c) allows a recipient to petition to revoke or modify the subpoena within ten (10) days after the date of service of the subpoena. Accordingly, the requested time for response to or compliance with the subpoena must be at least ten (10) days after the anticipated date of service. In the event that a requestor does not provide adequate time for response, the Administrative Law Judge may modify the date and time for response as necessary.

Please provide all essential information, including the date by which the requested documents or evidence should be provided, as well as a brief description of the requested documents or evidence, on the form itself. If you need additional space to fully describe the documents or evidence requested, you may attach separate sheets.

NOTICE TO RECIPIENT:

If you do not intend to comply with this request, you must petition the Administrative Law Judge who signed the subpoena to revoke or modify the subpoena within ten (10) days after the date of service of the subpoena. See 28 C.F.R. § 68.25(c).

NOTICE TO WITNESS:

Witness fees for attendance, subsistence, and mileage under this subpoena are payable by the party at whose request the witness is subpoenaed, if authorized by statute. A witness appearing at the request of the Government, who is entitled to reimbursement, shall submit this subpoena with the voucher to the Government counsel when claiming reimbursement.

Close



6. If you prefer to complete and file the form online, click on the **CONTINUE** button.

EOIR | OCAHO Portal
U.S. DEPARTMENT OF JUSTICE

MY CASE FILINGS PROFILE

Step 1 of 2

OCAHO Case Filing
Case Type: Request for Subpoena

PROGRESS

1 Form
2 Case Information

If you prefer to fill out a paper/PDF form, download the form by clicking the link below. Then upload a PDF file with the completed form by clicking the Choose Files button. Otherwise, click Continue to complete and file the form online.

[OCAHOSubpoenaForm](#)

INSTRUCTIONS AND IMPORTANT NOTICES

Please Upload Your Completed Form and Other documents as stated in the Form Instructions.
(Note: Max file size is 25MB and only PDF, JPG/JPEG formats are allowed).

[+Add Documents](#)

BACK CONTINUE

To complete and file the form online, Click Continue.

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The **OCAHO Subpoena** page will be displayed.

EOIR | OCAHO Portal
U.S. DEPARTMENT OF JUSTICE

MY CASE FILINGS PROFILE

Step 2 of 2

OCAHO Subpoena

Please complete all required fields. If you need assistance, click the Help icon.

In Re Investigation of OCAHO Inv. Subpoena No.

8 U.S.C. § 1324b Proceeding

OR

Complainant Respondent

OCAHO Case No. 8 U.S.C. § 1324 Proceeding

To *

You are hereby commanded to (or if a corporation, commanded to designate an individual to):

☐ Appear and give testimony at

☐ Produce and bring the documents described below to:

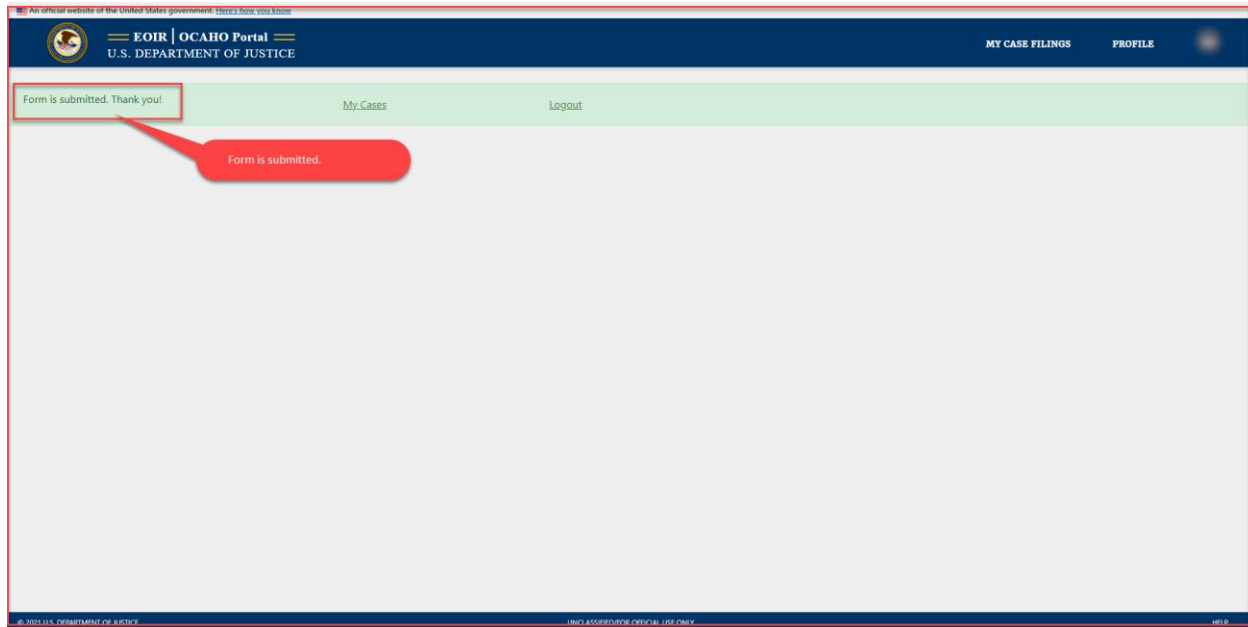


7. Complete all relevant fields. Required fields are indicated by the red asterisk “*” symbol.

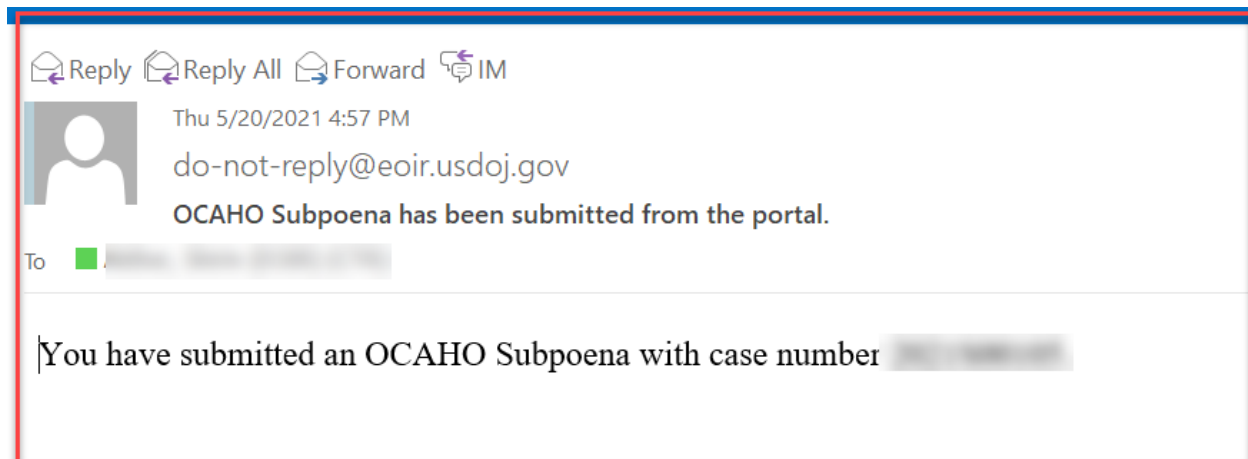
8. Click on the **SUBMIT** button once all information has been filled in.



A message stating 'Form is submitted. Thank you!' will be displayed.



After a few minutes, an automated email will be sent to the filer stating that an OCAHO Subpoena has been submitted with the auto-generated case number.

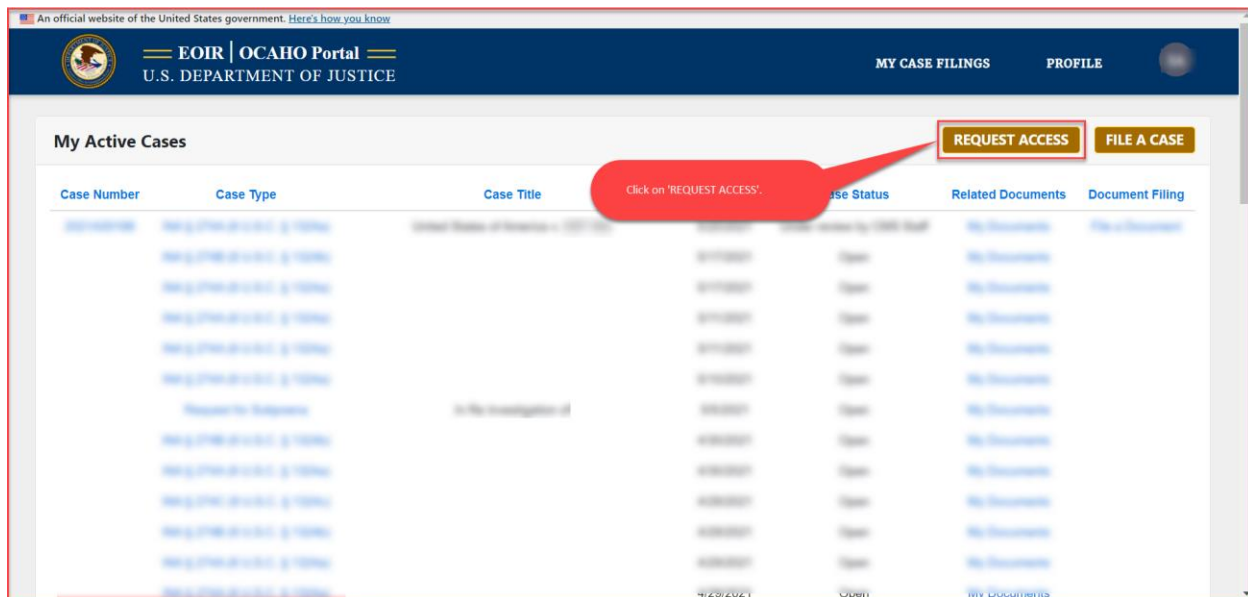




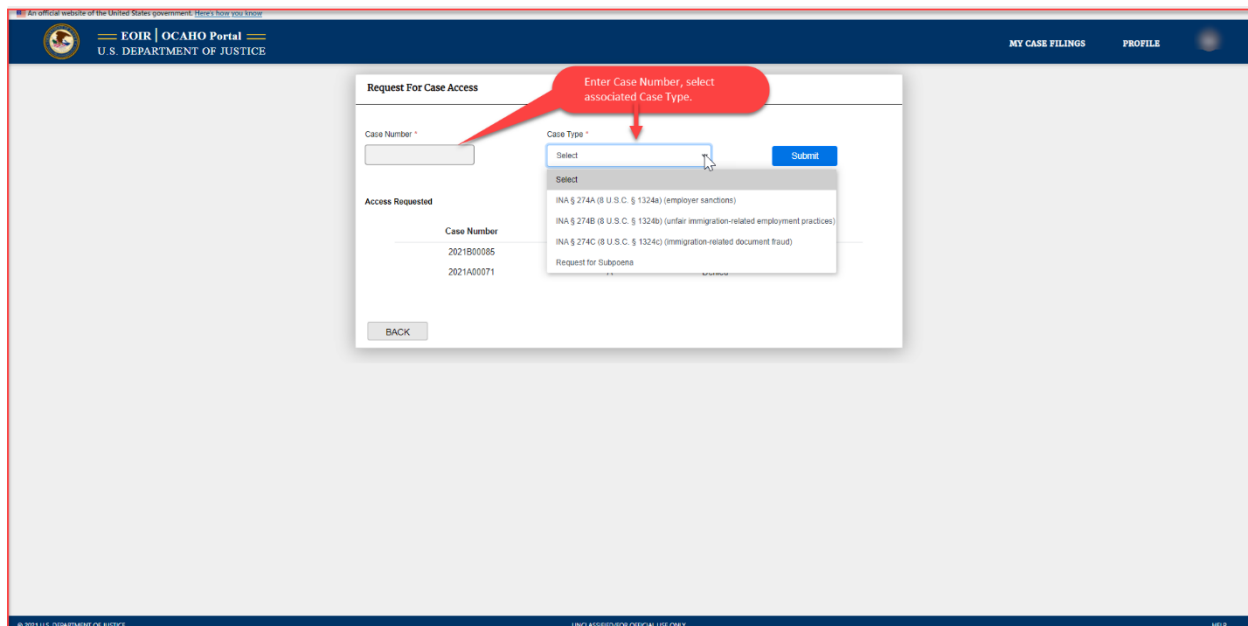
6. Requesting Access

As an OCAHO Portal user, you can request access to an existing case filed by someone other than you.

1. Open <https://ocaho.eoir.justice.gov/> and follow Steps 1 through 6 in [Filing Case Type A](#) to log into OCAHO Portal. The **My Active Cases** page will be displayed. Click on the **REQUEST ACCESS** button.



2. On the **Request For Case Access** page, enter the Case Number and then select the associated Case Type.





3. Click on the **SUBMIT** button.

Request For Case Access

Case Number *

Case Type *

Submit

Access Requested

| Case Number | Case Type | Status | Remove |
|-------------|-----------|--------|--------|
| | | | |

BACK

Click on the "Submit" button

Requested Case information will appear under the **Access Requested** section.

Request For Case Access

Case Number *

Case Type *

Submit

Access Requested

| Case Number | Case Type | Status | Remove |
|-------------|-----------|---------|---------------|
| | | Pending | Delete |

BACK

Requested Case information will appear under the "Access Requested" section.

*Note: After the admin/approver approves the requested case, the case will be displayed on the requester's **My Active Cases** page.*





7. Filing a Motion and Viewing Associated Case Information

7.1 Filing a Motion

1. Open <https://ocaio.eoir.justice.gov/> and follow Steps 1 through 6 in [Filing Case Type A](#) to log into OCAHO Portal. The **My Active Cases** page will be displayed. Click on **File a Document** link on the right side of the relevant Case.

Note: This link will only appear if the Case has already been submitted.

The screenshot shows the 'My Active Cases' page in the EOIR OCAHO Portal. The page has a header with the EOIR logo and navigation links for 'MY CASE FILINGS' and 'PROFILE'. Below the header is a table of active cases. The table has columns for Case Number, Case Type, Case Title, Created On, Case Status, Related Documents, and Document Filing. A red callout bubble points to the 'File a Document' link in the Document Filing column of a case.

2. Confirm you are on the **Motion and Filings** tab. Fill in all relevant information. Required fields are indicated by the red asterisk “*” symbol. Attach any additional documentation if necessary.

The screenshot shows the 'Motion and Filings' form in the EOIR OCAHO Portal. The form is titled 'File a Motion or Other Document' and contains several sections. The 'Case General Information' section includes fields for Case Title, Case Type, and Case Number. The 'File a Motion or Other Document' section includes fields for Title of Motion or Filing, Motion or Filing Type, a checkbox for 'Is this urgent?', a Comments field, and a section for attaching documents. A red callout bubble points to the 'File a Motion or Other Document' section.



- Click on the **SUBMIT** button once all information is completed.

U.S. DEPARTMENT OF JUSTICE
EOIR | OCAHO Portal

MY CASE FILINGS PROFILE

Motions and Filings | Hearing | Attorney Fee | Request for Administrative Review | Appeal | Subpoena Petition

Case General Information

Case Title: United States of America v.

Case Type: [Dropdown]

Case Number: [Text]

File a Motion or Other Document

Title of Motion or Filing: [Text]

Motion or Filing Type: [Dropdown]

On behalf of which party are you filing a Notice of Appearance?
Respondent [Dropdown]

☒ Is this urgent?

Comments: [Text]

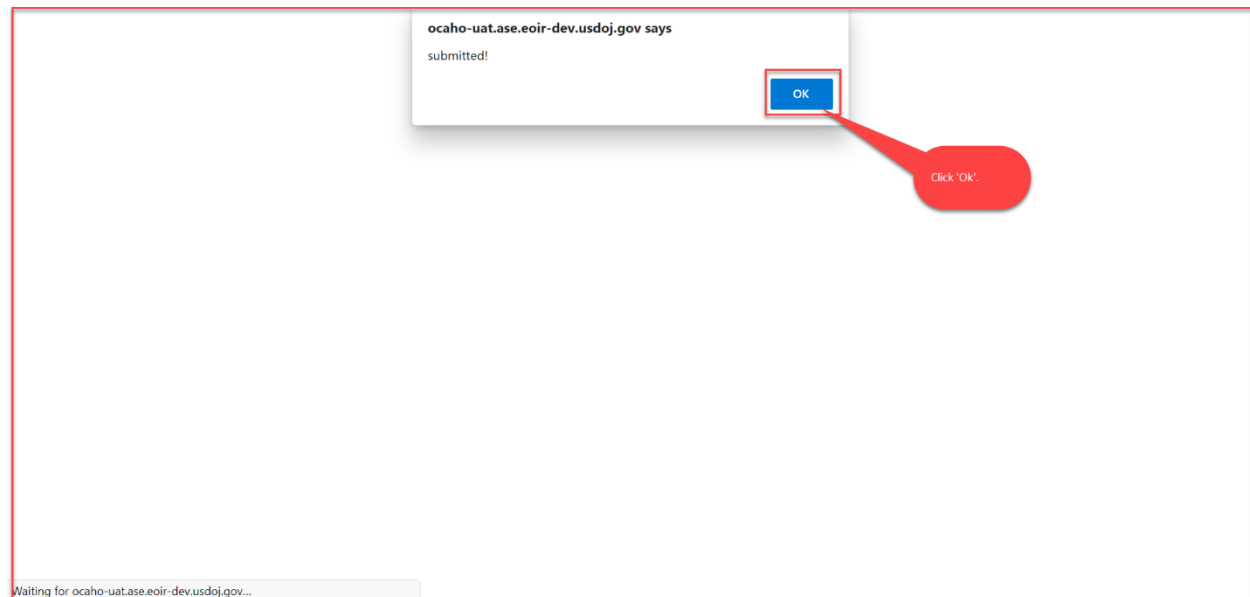
Please attach document(s) here!
(Note: Max file size is 25MB and only PDF, .JPG/JPEG formats allowed.)
Choose Files | Watermark ... 20 MB pdf

Click on 'Submit' once all information is completed.

SUBMIT

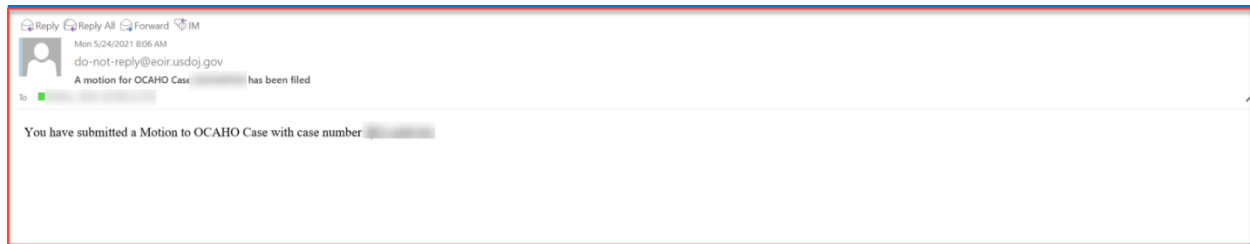
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- A pop-up will be displayed to indicate that the Motion is submitted. Click **OK**.





After a few minutes, an automated email will be sent to the filer stating that a motion to an OCAHO case has been submitted with the case number.



The remaining tabs have read-only information: Hearing, Attorney Fee, Request for Administrative Review, Appeal, and Subpoena Petition.

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U.S. DEPARTMENT OF JUSTICE

MY CASE FILINGS PROFILE

Motions and Filings **Hearing** Attorney Fee Request for Administrative Review Appeal Subpoena Petition

Case General Information

Case Title [redacted]

Case Type [redacted] Case Number [redacted]

Request Hearing

Date of ALJ Order [redacted] Place of Hearing [redacted]

Hearing Beginning Date [redacted] Hearing Beginning Time [redacted]

Projected Hearing Ending Date [redacted] Projected Hearing Ending Time [redacted]

Notice of Hearing

Court Date [redacted] Courtroom Name [redacted]

Courtroom Address [redacted]

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MY CASE FILINGS PROFILE

Motions and Filings **Attorney Fee** Request for Administrative Review Appeal Subpoena Petition

Case General Information

Case Title [redacted]

Case Type [redacted] Case Number [redacted]

Attorney Fee

Title [redacted] Requested Fees [redacted]



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MY CASE FILINGS PROFILE

Motions and Filings Hearing Attorney Fee Request for Administrative Review Appeal Subpoena Petition

Case General Information

Case Title

Case Type Case Number

Request for Administrative Review

Action Date Received or Issued

Date Issued Date of CAHO Decision

Appeal

Title

Circuit Court Number Docket Number

Date Appealed Date of Opinion

Subpoena Petition

Date Submitted